

DOCUMENT CHECKLIST

Documents Required	Detailed Description of Necessary Documents
Primary Applicant Details	<ul style="list-style-type: none"> • Updated Resume/CV • Passport bio-data page • Documentary proof, if there are other changes to the information on the passport bio-data page (e.g. slight changes in name) • Colour passport size photo (35mm X 45mm)
Educational Evidences	<ul style="list-style-type: none"> • Masters/Degree/Diploma or Trade Certificate • Individual Mark sheets (or) Consolidated Transcripts • Additional education related certificates If requested (E.g. Training, Licences, Courses completed, Seminar)
Employment Details	<ul style="list-style-type: none"> • Experience Certificate/Work Reference/Certificate of Employment letter from employer(S) with designation, duration, Salary, Job description if possible <p><i>(Primary & Secondary Documents for the last 10 years of paid employment)</i></p>
Additional Family Documents	<ul style="list-style-type: none"> • Work Permit Card (Eg. EP, Spass, NRIC, DP, WP) • Birth Certificate & Passport of Spouse & Kids • Marriage Certificate • IELTS Score (If available)

Note:

- Send us scanned colour copy of all documents in a PDF format with 300 dpi
- Documents not in English must be accompanied with an official English translation done by a certified translator, High Commission/Embassy or a notary public.
- Kindly send us the existing documents based on the checklist at the earliest and prepare the remaining documents.

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