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Apply for a Training Work Permit





You can apply for a Training Work Permit online. You can also check the status of your application online.

Note

Non-Malaysian CMP Work Permit holders on IPA from Bangladesh, India or Myanmar **do not** need to go for a 2-day Pre-Departure Preparatory Programme (PDPP).

Already know the process? Go directly to  [WP Online](#) to apply.

At a glance

Who can apply	Employer.
How much it costs	<p>When you submit the application:</p> <ul style="list-style-type: none">• \$35 for each pass <p>When you get the pass issued:</p> <ul style="list-style-type: none">• \$35 for each pass
How long it takes	<p>Interim approval: 1 working day</p> <p>Final outcome: Within 3 weeks after we received the complete set of documents.</p>
Documents required	Find out what you'll need for applying.
Related eServices	<ul style="list-style-type: none">•  WP Online - apply and get the pass issued•  Check application status via WP Online•  Make an appointment <p> more eServices and forms</p>

How to apply




Step	Who does this	Result
<u>Submit an application</u>	Employer	Interim approval letter or rejection letter
<u>Prepare for worker's arrival</u>	Employer	Security bond, update address
<u>Get the permit issued</u>	Employer	Notification letter
<u>(If required) Register fingerprints and photo</u>	Worker	Acknowledgment of card delivery
<u>Receive the card</u>	Employer or authorised recipients	Training Work Permit card

Note: You will need to submit all the documents required **within 10 days** after getting interim approval.

Submit an application

Processing time: 1 working day for interim approval

To submit an application:


1. Log in to  **WP Online** to fill out the application.
2. Pay \$35 for each application. You can pay by VISA, MasterCard or eNets Debit.
3. On the next working day, check the status in WP Online. If the status is **Pending Documents**, you can continue with your application.
4. Print the **interim approval letter**.
5. **Within 10 days**, submit scanned copies of the **required documents** using our  **online form**.
6. You can **check the status** of your application **after 3 weeks**.
7. View the outcome online. If your application is approved, you need to log in to  **WP Online** to print:
 - **In-principle approval (IPA) letter**
 - Work Permit application form

Note



Make sure the worker's IPA particulars matches their passport details. If you make an error, such as wrong spelling of name, you will need to **correct the error**, or the worker will be denied entry into Singapore.

Prepare for worker's arrival

Before worker's arrival

Role	Responsibilities
Employer	<ol style="list-style-type: none"> 1. Ensure your worker is <u>fully vaccinated</u> with WHO EUL vaccines to meet the <u>vaccination requirements for work passes</u>. 2. (For non-Malaysian, male <u>CMP</u> Work Permit holders on IPA) <u>Book a slot at the Onboard centre</u> at least 4 days before your workers arrive. Ensure that you get an onboarding slot before confirming their flight arrangements. 3. Buy a <u>security bond</u> for non-Malaysian workers. <ul style="list-style-type: none"> • Ensure your insurer sends us the security bond details. It takes up to 3 working days. • The security bond must take effect when the workers arrive. Otherwise, they will be refused entry into Singapore, and you will have to pay to send them home immediately. 4. Buy the following for your worker: <u>Medical insurance</u> and <u>work injury compensation insurance</u> (if applicable).
Worker	<ol style="list-style-type: none"> 1. Print their in-principal approval (IPA) letter. 2. Ensure that they have been <u>fully vaccinated</u> with WHO EUL vaccines. 3. Ensure that they comply with the <u>latest travel requirements</u> . 4. Show their IPA letter to the immigration officer when arriving in Singapore.

Upon worker's arrival

1. Send the worker to a local **clinic**  to **verify their overseas vaccination records**.
2. Print and complete the **Security Bond form** .
 - For sole proprietorships and partnerships, the form should be signed by the sole proprietor or partner.
 - For private limited companies, it should be signed by a directors who is registered with ACRA. If the director wishes to appoint an employee to sign the form, he must provide a written authorisation to MOM.

Note: All non-Malaysian male Work Permit and Training Work Permit holders on IPA in the CMP sectors entering Singapore will complete a residential onboarding programme at the **Onboard centre** for up to 4 days.

Get the permit issued

Processing time: Immediate

You need to get the Training Work Permit issued within this timeframe:

If the worker is	Issue the pass
A Malaysian	<ul style="list-style-type: none"> • Within 2 weeks of arrival • Before the date stated in the in-principle approval letter
From any other source	Within 2 weeks of arrival

To request for the Work Permit to be issued:

1. Log in to  **WP Online** to make the request.



You will need a delivery address and contact details for card delivery. You may also need to upload PDF copies of these documents:

- Personal particulars page of the worker's current passport (include pages that have amendments).
- Disembarkation / Embarkation card.
- Completed security bond form.
- Completed Training Work Permit application form.

2. Pay \$35 for each Work Permit issued. You can pay by GIRO, or eNets credit or debit.


3. After the Work Permit is issued, **print the notification letter**.

The notification letter:

- Is valid for **1 month** from the date of issue.  **Request to extend the validity** if you have a change of travel plans.
- Should be given to the foreign worker. It allows them to travel in and out of Singapore while waiting for the Work Permit card.
- States if the worker needs to report to  **MOM Services Centre – Hall C** to register fingerprints and photo.

(If required) Register fingerprints and photo

When: Within 1 week days after pass is issued (if required)

Check the notification letter for whether the worker needs to register at  **MOM Services Centre – Hall C**. If it is required, the worker needs to register **within 1 week** of issuing the Work Permit.

You must  **make an appointment** for the worker to register.

For the appointment, the worker should bring:

- Original passport
- Appointment letter
- Notification letter

Receive the card

When: Within 5 working days after registration or document verification



We will deliver the Work Permit card to the address given within **5 working days** after the worker registers and gets documents verified.

For workers who do not need to register, we will deliver the card within 5 working days after verifying their documents.


The authorised recipients will get an SMS or email with the delivery details at least 1 working day before delivery.

You can also check your card delivery status using **WP Online**.

Tip

Download  **SGWorkPass** to scan QR code on your **new card**  to check status, expiry date and more.

If card delivery fails

After unsuccessful deliveries, you'll have to collect the card at the service desk of  **MOM Services Centre – Hall C.**

You or an authorised person can collect the card **3 working days** after the second attempted delivery. You don't need an appointment for collection.

Bring along these documents for card collection:

- Candidate's original passport
- Notification letter

If you authorise someone to collect it on your behalf, make sure they bring these along:

- An authorisation letter from the employer
- NRIC or passport for verification

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