

## Checklist for Student Pass Submission

Basic documents required for all applicants:	
<input type="checkbox"/>	<b>Applicant's Birth Certificate (with number)</b>
<input type="checkbox"/>	<b>Applicant's Highest Educational Certificate and Detailed Transcript of Exam Results</b> (Primary, Secondary or University certificates)
<input type="checkbox"/>	<b>A recent colour passport-sized photograph or Digital Photo</b> (in jpeg format less than 60kb) Against a white background, showing the full face
<input type="checkbox"/>	<b>Photocopy of Passport Page showing his/her full particulars and date of expiry</b> Passport must be valid for at least six months at time of entry into Singapore
<input type="checkbox"/>	<b>Student Pass Application Forms</b> Form 16 and Form V36 (fully completed and signed by applicants)
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li><b>If documents are not in English, official translations must be included and only the photocopies are required for the student pass application. Students may be advised to approach a local government official, mayor, Ministry of Foreign Affairs, their embassy in Singapore, lawyer, or certified translation agency to do it.</b></li> <li><b>Original documents are compulsory for verification.</b></li> </ol>	
The following additional documents are required to be submitted if:	
Applicant is a national from a visa-required country (e.g. People's Republic of China, India, Myanmar etc.)	
<input type="checkbox"/>	<b>Photocopies of bank statements/fixed deposit accounts/savings accounts/company sponsorship letter</b>
One of applicant's parent/step-parents is a Singapore Citizen or a Singapore Permanent Resident	
<input type="checkbox"/>	<b>Parents' / Step-parents' marriage certificate/divorce certificate and applicant's custody paper</b>
<input type="checkbox"/>	<b>Parents' / Step-parents' highest educational certificate</b>
<input type="checkbox"/>	<b>Parents' / Step-parents' letter of employment</b> Letter should state date of commencement of employment, designation, and salary per month or Business Registration Certificate If parent/spouse is self-employed. These documents should not be issued more than 1 month ago.
<input type="checkbox"/>	<b>Parents' / Step-parents' monthly CPF statement for the past 12 months</b>
<input type="checkbox"/>	<b>Parents' / Step-parents' income tax assessment notices for the past 3 years</b>
Applicant's Spouse is a Singapore Citizen / Singapore Permanent Resident	
<input type="checkbox"/>	<b>Spouse's official marriage certificate / divorce certificate</b>
<input type="checkbox"/>	<b>Spouse's highest educational certificate</b>
<input type="checkbox"/>	<b>Spouse's letter of employment</b> Letter should state date of commencement of employment, designation, and salary per month or Business Registration Certificate If parent/spouse is self-employed. These documents should not be issued more than 1 month ago.
<input type="checkbox"/>	<b>Spouse's monthly CPF statement for the past 12 months</b>
<input type="checkbox"/>	<b>Spouse's income tax assessment notices for the past 3 years</b>