

**DOCUMENTATION CHECK-LIST FOR APPLICANT  
APPLYING FOR STUDENT'S PASS FOR PRIVATE SCHOOLS**

Name of Applicant: \_\_\_\_\_ Nationality: \_\_\_\_\_

Before submission, kindly go through the list of items below to ensure that you have fully completed and furnished the necessary documents and tick (✓) accordingly.

**(A) Basic Documents are required for all applicants:-**

- 2 copies of Form 16, V36, and V 39S
- 2 recent passport-sized photographs of applicant
- 1 copy of Form V36A duly completed and signed by the school
- Photocopy of applicant's travel document pages showing his/her full particulars and travel document's date of expiry
- Applicant's Birth Certificate (photocopy)
- Applicant's highest Educational Certificates and transcripts (certified or notarised copy)
- Local sponsor's Singapore identity card (photocopy)

**(B) The following Additional Documents are required to be submitted If:**

**(I) Applicant is a national from the visa-required countries:**

- Documentary proof of financial ability in the form of bank statements/ fixed deposit accounts/ saving accounts (photocopy)

**(II) One of the applicant's parents/step parents is a Singapore Citizen / Singapore Permanent Resident**

- Parents'/Step parent's Marriage Certificate/ Divorce Certificate and applicant's Custody Paper (photocopy)
- Parents'/Step parent's highest educational certificate (certified or notarised copy)
- Parents'/Step parent's letter of employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if parents/step parent's are self-employed. These documents should not be issued more than 1 month ago
- Parents'/Step parent's monthly CPF contribution statement for the past 12 months.
- Parents'/Step parent's Income Tax Assessment Notices for the past 3 years (photocopy).

**(III) Applicant's Spouse is a Singapore Citizen /Singapore Permanent Resident**

- Spouse's Official Marriage Certificate/ Divorce Certificate (photocopy)
- Spouse's highest educational certificate (certified or notarised copy)
- Spouse's letter of employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if spouse is self-employed. These documents should not be issued more than 1 month ago
- Spouse's monthly CPF statement for the last 12 months.
- Spouse's Income Tax Assessment Notices for the last 3 years (photocopy).

**Important Note:**

**Please ensure that the application forms/all the necessary documents have been completed/ furnished. Official translation of the documents is required if they are not in the English language. Incomplete applications will be returned to you. Successful applicants must produce all the original copies of their supporting documents for verification when collecting the Student's Pass.**

For official Use

Remarks : \_\_\_\_\_