

# Guide to submit verification proof from Background Screening Company

<p>1. Read the guidelines before you submit the verification proof.</p> <p style="text-align: center;"></p>	<p>Qualification</p> <p>Declaring a qualification is not mandatory unless</p> <ul style="list-style-type: none"> <li>The Employment Pass candidate needs points from the C2. Qualifications criterion to pass COMPASS.</li> <li>The Employment Pass candidate is applying for a job in the shortage occupation list that requires the declaration of qualifications. Check the <a href="#">SOL Employer Guide</a> to know if you need to declare your candidate's qualification.</li> </ul> <p>If you decide to declare a qualification</p> <ul style="list-style-type: none"> <li>Ensure that you meet the <a href="#">verification requirements</a> for an Employment Pass. Certificates and school letters are not acceptable verification proof.</li> <li>Check if the awarding institution is in this form's list. If it is not, you will need to provide verification proof that the declared qualification is authentic, <b>and</b> that the institution is accredited (i.e. recognised by the local government).</li> </ul>
<p>2. If the institution name on your educational certificate or verification proof is not available in the dropdown menu, please enter the institution's most recent name where applicable. You may also choose not to declare the qualification if you are unable to find it on the list.</p>	<p>Qualification 1 <span style="float: right;">Remove</span></p> <ul style="list-style-type: none"> <li>Enter the information exactly as shown on the candidate's certificate and verification proof.</li> <li>Select from the drop-down list of accredited awarding institutions whenever possible.</li> </ul> <p>Awarding institution <span style="color: blue;">i</span></p> <p>The Chinese University Of Hong Kong <span style="float: right;">×</span></p> <p style="text-align: center;"></p>
<p>3. Enter the qualification level as per the verification proof or educational certificate. Enter the faculty as per transcript if it is not found in the verification proof or educational certificate.</p>	<p>Qualification 1 <span style="float: right;">Remove</span></p> <ul style="list-style-type: none"> <li>Enter the information exactly as shown on the candidate's certificate and verification proof.</li> <li>Select from the drop-down list of accredited awarding institutions whenever possible.</li> </ul> <p>Awarding institution <span style="color: blue;">i</span></p> <p>The Chinese University Of Hong Kong <span style="float: right;">×</span></p> <p>Country/Region of awarding institution Hong Kong SAR</p> <p>Qualification level <span style="color: blue;">i</span></p> <p>Bachelor's Degree <span style="float: right;">×</span></p> <p>For 'degree equivalent' professional qualifications, select the recognised qualification level.</p> <p>Faculty</p> <p>Accountancy <span style="float: right;">×</span></p> <p>Verification method</p> <p><input checked="" type="radio"/> Background screening company</p> <p><input type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input type="radio"/> Digital certificate verified through OpenCerts portal</p>

➤ Check that your verification proof has a 'MOM verification reference number'. If you do not have a verification number on your verification proof, contact your background screening company to update it.

➤ If your verification is still pending **after 14 working days** and your awarding institution is **from** the application form's **drop-down list** of accredited institutions, you can submit the **receipt for the verification service** in lieu of the verification proof in the work pass application. Once the work pass application is approved, you can bring in the candidate and get their pass issued. You do not need to submit the verification proof to us. However, if the qualification is found to be false, the work pass will be revoked and the candidate must leave Singapore.

Sample verification proof from Background Screening Company

**MOM Verification Reference Number:**  
**AB0108230000001**

Find your MOM verification reference number here

**Candidate's Identity and Qualifications**

	Verified Results		Verified Results
Full name as per passport	John McClane	Gender	Male
Date of birth (DD-MM-YYYY)	14-01-1990	Nationality	Australian
<b>Qualification 1</b>			
Name of Awarding Institution	Murdoch University	Period of study (MMYYYY)	092014 - 092016
Awarding Country/Region	Australia	Faculty	Commerce
Qualification Attained (UK equivalent)	Bachelor's Degree	Mode of study	Part-Time

**Summary of Verification Check**

	Verified Results (Verified or Accredited/ Unable to verify/ Discrepant)	Remarks
Qualification Authenticity	Verified	Authenticated through online portal
Qualification Accreditation	Accredited	Accredited by UK NARIC

4. Key in the 'MOM verification reference number' as stated on the verification proof or provided by the background screening company.

Verification method

Background screening company

Government/awarding institution's verification portal or verification by a professional body

Digital certificate verified through OpenCerts portal

[Learn more about the verification methods.](#)

Ministry of Manpower (MOM) verification reference number

Enter exactly as shown on the summary page of the verification proof or the receipt.

Upload verification proof from background screening company



Drag and drop or browse files.

Jpeg, png or pdf only. Total file size must not exceed 2MB.

Select verification method

Enter the MOM verification reference number provided

5. Upload the verification proof from the background screening company.

Ministry of Manpower (MOM) verification reference number

Enter exactly as shown on the summary page of the verification proof or the receipt.

Upload verification proof from background screening company



Drag and drop or browse files.

Jpeg, png or pdf only. Total file size must not exceed 2MB.

Upload here