STEP-BY-STEP GUIDE TO USE THE ELECTRONIC PERMANENT RESIDENCE SYSTEM

1) Navigate to the electronic Permanent Residence (ePR) system

Start the application process from ICA's website through either of the below methods:

Login to MyICA from the top navigation bar and access **e-Services > Permanent Residence > Apply/Sponsor for Permanent Residence** from the dashboard

    a) From the left sidebar, **e-Services and Forms > Apply for Permanent Residence**

    b) From the shortcut **I am a Pass Holder > Becoming a Permanent Resident > Apply Online**

    c) From the shortcut **I am a Singapore Citizen > Sponsor Stay in Singapore > Permanent Residence >** Click **here** for information **> Apply Online**

    d) From the shortcut **I am a Permanent Resident** > **Sponsor Stay in Singapore > Permanent Residence >** Click **here** for information **> Apply Online**
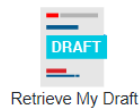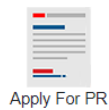
If you are following methods b to e you will also need to verify your status and select your preferred action in the process. For Employment Pass Holder who wishes to apply as the spouse of your Singapore Citizen or Permanent Resident (if applicable), you will have to select "I am a... Singapore Citizen or Permanent Resident" and your Singapore Citizen or Permanent Resident will need to login in his/her SingPass.

I am a...

Employment Pass Holder (EP,SP)

Singapore Citizen

Singapore Permanent Resident

Foreign Student

I want to...

Apply For PR

Retrieve My Draft

Enquire Application Status

Go Back

You will need to login to your SingPass if you are not a foreign student.

If you are a foreign student, you will need to answer a questionnaire to determine your eligibility

2) After you have successfully logged in, select the icon shown to you which indicates the PR category you are applying for.

   a) If you are applying for your spouse and/or child(ren) or parents, you will see one of the following:

   Application for Singapore Permanent Residence (PR)

   I want to apply for ...

   My Spouse and Child(ren)   My Child(ren)   My Parent(s)

   Back to MyICA

   b) If you are applying as an Employment Pass or S pass holder, you will see the following:

   Application for Singapore Permanent Residence (PR)

   I want to apply for ...

   Myself (with family)

   * If you are the spouse of a SC or PR, you may choose to apply for PR under his/her sponsorship.

   Back to MyICA

   c) If you are applying as a student, you will see the following:

   Application for Singapore Permanent Residence (PR)

   I want to apply for ...

   Myself

   * If you are the spouse of a SC or PR, you may choose to apply for PR under his/her sponsorship.

   Back to MyICA

3) Prepare the stated documents required in steps 1 and 2.

4) You can either
   I.   Download the PR application form, complete it electronically and return to the same page to upload the form (recommended) or
   II. Complete the PR application form online.

5) If you chose to complete the form offline, you may select "Upload Completed Form" to upload your completed application form.

Please procced to upload your completed application form.

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ICA Website

Application for Singapore Permanent Residence (PR)

Important Notes ⌄

Note:
- Completion of this PR application may take 90 minutes.

Warning:
- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Completed Application Form
Click on the "Choose File" button to select the completed application form to be uploaded.

+ Choose   ↑ Upload

ℹ Form 4SC filled.pdf has been uploaded succ

Back

Next

Select **Choose** to choose a file from your computer.

Select **Upload** to upload the file.

After the file has been uploaded successfully, a success message should appear. Select **Next** to proceed to the disclosure form.

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

6) Ensure that your application is submitted within **7 days/ 168 hours** once you upload the application.

7) Provide the required information in the Disclosure page. Note that all fields are mandatory. The inputs provided will determine the information required in the online form.

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Disclosure

Your online application will be customised based on the information provided on this page.

Main Applicant's Particulars

Clear MyInfo   Retrieve MyInfo

We are unable to retrieve your information from MyInfo, please try again later.

Please correct the errors.

— Main Applicant

Full Name

Sex
○ Female ○ Male
Please select one

Marital Status
Select One ⬦
Please select one

Full name as shown in Travel Document
Mandatory

Have you received any education?
○ YES ○ NO
Please select one

There will be one or two pages of Disclosure form to complete, depending on the scheme and values you have selected.

E.g. If your marital status is SINGLE, spouse information will not be requested for in the Disclosure

and other organisations?

— Other / Previous Marriage(s)

Do you have any other / previous marriage(s)?

Disclaimer: Please note that you are required to provide information of ALL your other marriages (including

8) Provide the required information for each person in the Personnel List.

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Application for Singapore Permanent Residence

Applicant's Particulars   Review   Upload Documents   Payment Overview

Important Notes ⌄

Note:
- This application will be purged after the mentioned date/time: 16 Nov 2018 03:45 PM
- Please save any changes before navigating to another page.
- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:
- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Main Applicant - MAP WHO IS MALE

👤 Biodata   ❗ Employment   ❗ Qualification   ❗ Immigration   ❗ Membership   ❗ Antecedant

Note that there are multiple tabs in each person's form

Please correct the errors.

A message will be displayed to inform if the data entered has been saved successfully.

— Perso

Personal I

I am previously a

Select One ⬍

Please select one

I am currently a

Select One ⬍

Please select one

All fields are mandatory. Enter "NA" if the field is not applicable to the person

Full Name	Surname/Family Name	Alias
MAP WHO IS MALE		
Full name as shown in Travel Document	Please enter NA if not applicable.	Please enter NA if not applicable

DD/MM/YYYY
Mandatory

Add Record

Amend Disclosure   **Back to Listing**   **Save**

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Select **Back to Listing** to navigate to next person.

r IE version 10.0, 11.0, Firefox 27.0, 28.0 and Safari 6.1, 7.0, Chrome 34.

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Select **Save** to save all data entered in the current page before proceeding to the next tab or page. Failing which, the information will not be saved.

9) After the required fields are completed, the "Proceed" button will be enabled. Select "Proceed" to move to the next step.

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Application for Singapore Permanent Residence

Applicant's Particulars   Review   Upload Documents   Payment Overview

Important Notes ∨
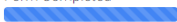
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- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:
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Personnel List

Person		Action
MAP WHO IS MALE Main Applicant	Form Completed	Edit
MAP EX SPOUSE Main Applicant's Other Marriage	Form Completed	Edit
MAP FATHER Main Applicant's Father	Form Completed	Edit
MAP SIBLING Main Applicant's Sibling	Form Completed	Edit
MAP SPOUSE WHO IS APPLYING PR Main Applicant's Spouse	Form Completed	Edit
MAP SPOUSE EX HUSBAND Main Applicant's Spouse's Other Marriage	Form Completed	Edit
MAP FATHER IN LAW Main Applicant's Spouse Parents	Form Completed	Edit
MAP CHILD WHO IS APPLYING AS WELL Main Applicant's Child	Form Completed	Edit

Amend Disclosure   Proceed to Review

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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10) You may choose to review all information entered or proceed to upload documents immediately.

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Application for Singapore Permanent Residence

Applicant's Particulars   Review   Upload Documents   Payment Overview
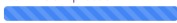
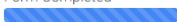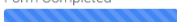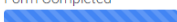Important Notes ˅

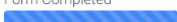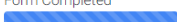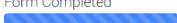Note:
- This application will be purged after the mentioned date/time: 16 Nov 2018 03:45 PM
- Please save any changes before navigating to another page.
- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:
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Review

Would you like to review your application?

| Back to Listing | No | | Yes |

Proceed To Submit Documents   Proceed To Review

Select **No** to upload documents directly

Select **Yes** to review all information that you have provided

mail ICA_PR@ica.g

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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If you have chosen to review your application, you will see the following:

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Application for Singapore Permanent Residence

| **Applicant's Particulars** | **Review** | Upload Documents | Payment Overview |

Important Notes ˅

Note:
- This application will be purged after the mentioned date/time: 16 Nov 2018 15:45
- Please save any changes before navigating to another page.

Warning:
- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

MAP FATHER's Information

– Personal Information

Personal Particulars

Full Name	Surname/Family Name	Sex
MAP FATHER	NA	MALE
Full name as shown in Travel Document		

Date of Birth	Nationality	Country/Place of Birth
01/01/1960	AFGHAN	AFGHANISTAN
DD/MM/YYYY		
Key in DD/MM with 00/00 if day or month is not available		

Relationship

BIOLOGICAL

You have indicated that your father's present whereabouts is in AFGHANISTAN.

If you would like to amend your choice, please click on the "Amend Disclosure" button at the bottom of the page.

– Full Employment History
(in chronological order starting from current)

You have indicated that your father is unemployed.

If you would like to amend your choice, please click on the "Amend Disclosure" button at the bottom of the page.

Please select an option from following list

RETIRED WORKER OR PENSIONER

[Amend Disclosure]   [Previous Person]   [Next Person]

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Select **Amend Disclosure** to amend
any incorrect information entered

he Back or Forward button on your browser as

Select **Next Person** to continue

0, Firefox 27.0, 28.0 and Safari 6.1, 7.0, Chrome 34.0, 35.0, Opera 19, 20

11) Before you upload your documents, you will be shown the stipulated date/time, your email address and your correspondence address. Ensure that your email address is correct. Click on "OK" to proceed.

12) Proceed to upload the documents.

*Important note: **No amendment** can be made to the application information after uploading has started.

Select **Upload Documents** from this page or the last review page to enter the module for document uploads

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Upload Documents

Important Notes ⌄

- Maximum file size is 2MB per file
- You can use the below resizer tools to reduce the file size or convert file format from PNG to JPG
- All documents are mandatory, unless otherwise stated
- In order for ICA to view your documents, please do not password protect/lock the documents
- If your Original Document is in English, please select [Document in English] so that submission of a translated copy is not required

All documents have to be in English. ICA accepts:
- Translations provided by the embassy of the country that issued the document
- Translations produced by a notary public in Singapore or the country that issued the document
- Privately created translations attested by the embassy of the country that issued the document, or notarised by a notary public in Singapore or the country that issued the document

Tools:
- Use Image Resizer to reduce image file size to 2MB
- Use PDF Resizer to reduce PDF file size to 2MB
- Use Image Editor to modify the dimensions of the color photograph

MAP WHO IS MALE   MAP SPOUSE WHO IS APPLYING PR   MAP CHILD WHO IS APPLYING AS WELL

(Page 1 of 3)

Applicant's colour photograph	Choose file(s) or Drag and Drop into the box below to begin upload	Clear All Uploads
Photo must be of dimension 400 by 514 pixels	**Choose File(s)**	
Allowed file format: **JPG, JPEG**		
	View upload status | **View your uploads**	

Select **Choose Files(s)** to select and upload file. Alternatively, drag and drop the file into the white box

Bio-data page for Travel Document of AFGHAN nationality valid from 10102010 to 10102020	Choose file(s) or Drag and Drop into the box below to begin upload	Clear All Uploads
Allowed file format: **JPG, JPEG, PDF**	**Choose File(s)**	
	View upload status | **View your uploads**	

Amendment/Visa/observation page stating additional biodata information/ Signature for Travel Document of AFGHAN nationality valid from 10102010 to 10102020	Choose file(s) or Drag and Drop into the box below to begin upload	Clear All Uploads
Allowed file format: **JPG, JPEG, PDF** *Optional	**Choose File(s)**	

An ***Optional** indicator will be displayed if the document is optional

Birth certificate

Please ensure the document contains the parent(s)' name(s).

Allowed file format: **JPG, JPEG, PDF**

☑ I do not have the document

A reason is mandatory if you indicate **I do not have the document**

Reason

enter reason for not having document

Select **Next** after you have uploaded all your documents in the current page

Next

If you encounter any problems with this e-Service, please email ICA_PR

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13) After the upload of documents is complete, proceed to make payment for your PR application

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Application for Singapore Permanent Residence

Applicant's Particulars	Review	Upload Documents	Payment Overview
✏️	✔️	⬆️	📋

Important Notes ∨

Note:
• A non-refundable fee will be collected for each applicant.

Payment Overview

Applicants	Amount (S$)
MAP WHO IS MALE	100.00
MAP SPOUSE WHO IS APPLYING PR	100.00
MAP CHILD WHO IS APPLYING AS WELL	100.00
Total Amount(S$) :	300.00

Back to MyICA

Make Payment

If you encounter any problems with this e-Service, please ema

Click on the buttons or links once only. Do not use the Back or F

Select **Make Payment** after you have verified the number of applicants and amount payable to add this application into your cart. Ensure that you have enabled pop-ups to see your receipt

14) Payment will be done through MyCart

15) An acknowledgement page will be shown to indicate the successful submission of your application
16) You may download a copy of the application form in PDF format before the stated date and time.