STEP-BY-STEP GUIDE TO USE THE E-SERVICE FOR APPLICATION OF PERMANENT RESIDENCE

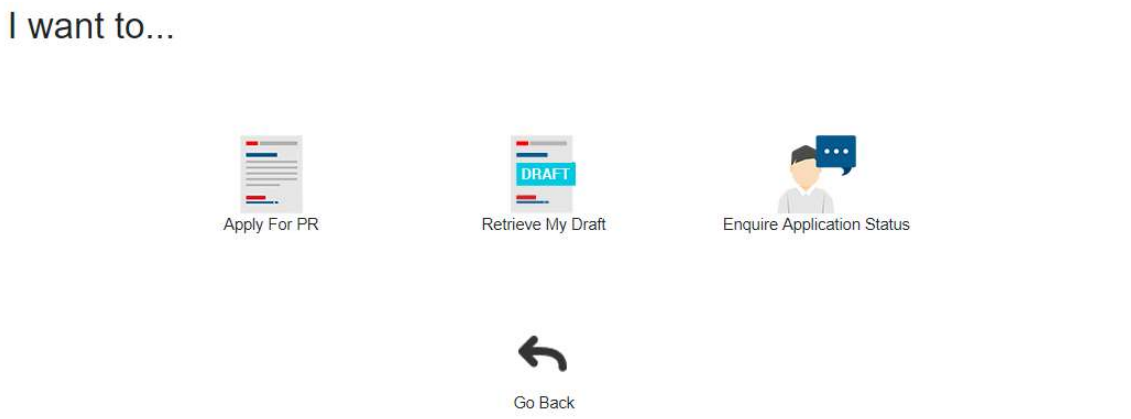
1) Navigate to the electronic Permanent Residence (ePR) system

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

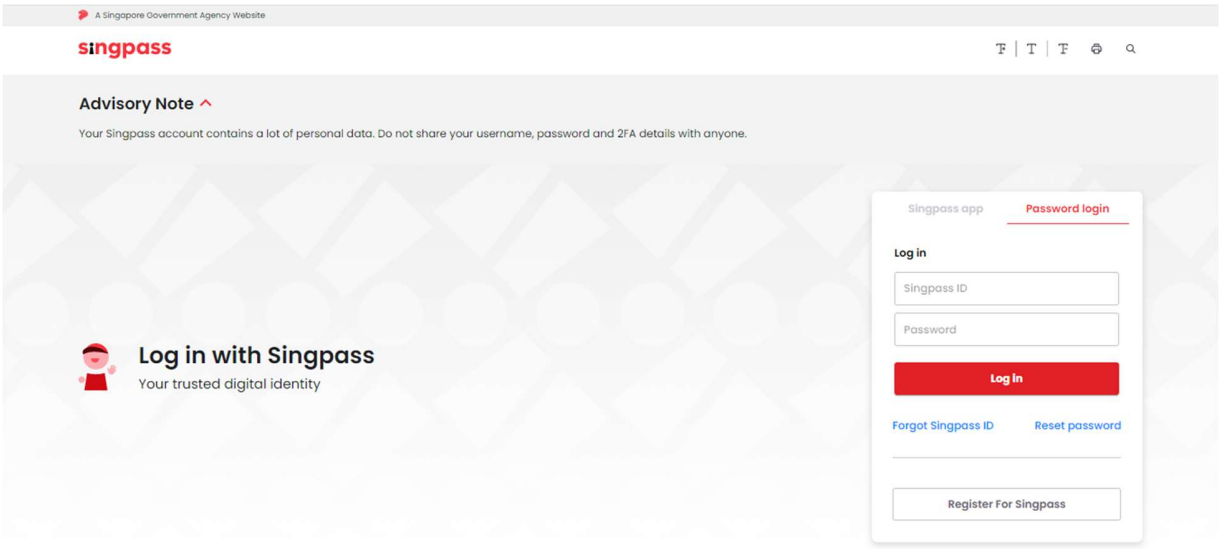
Login to MyICA from the top navigation bar and access **e-Services > Permanent Residence > Apply/Sponsor for Permanent Residence** from the dashboard

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**

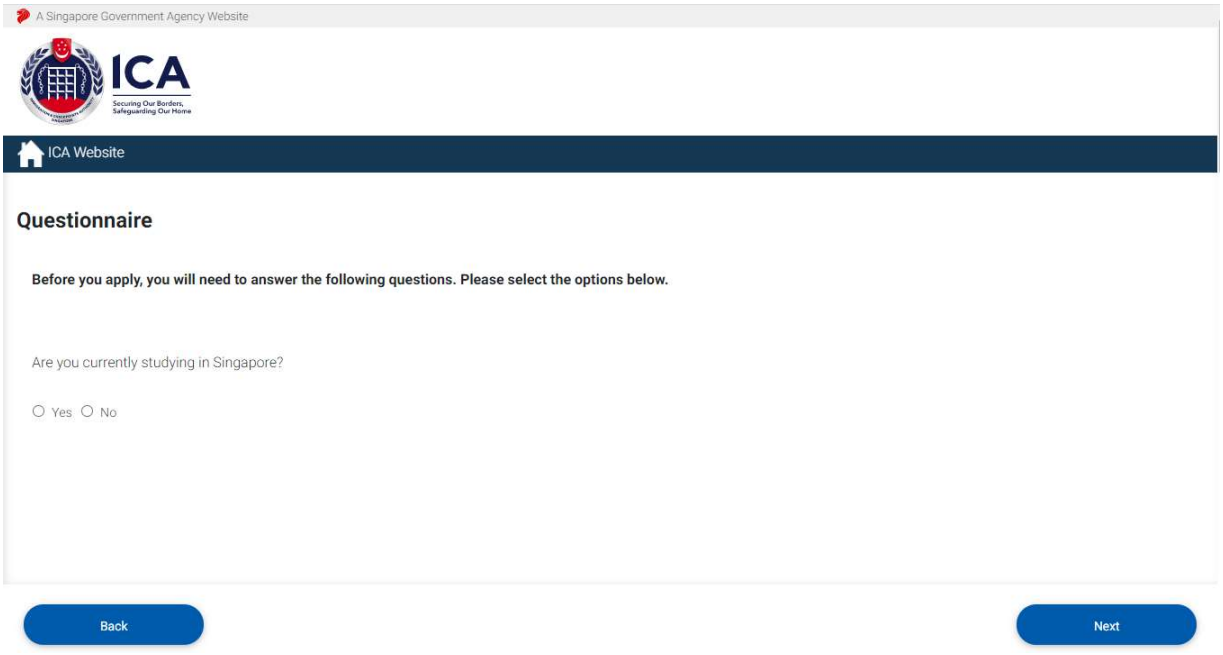
If you are following methods b to d, you will also need to verify your status and select your preferred action in the process. For Employment Pass Holder who wishes to apply as the spouse of a Singapore Citizen or Permanent Resident (if applicable), you will have to select “I am a… Singapore Citizen or Permanent Resident” and the Singapore Citizen or Permanent Resident spouse will need to login in using his/her Singpass.



You will need to login using your Singpass if you are not applying for PR as a foreign student.



If you are applying for PR as a foreign student, you will need to answer a questionnaire to determine your eligibility



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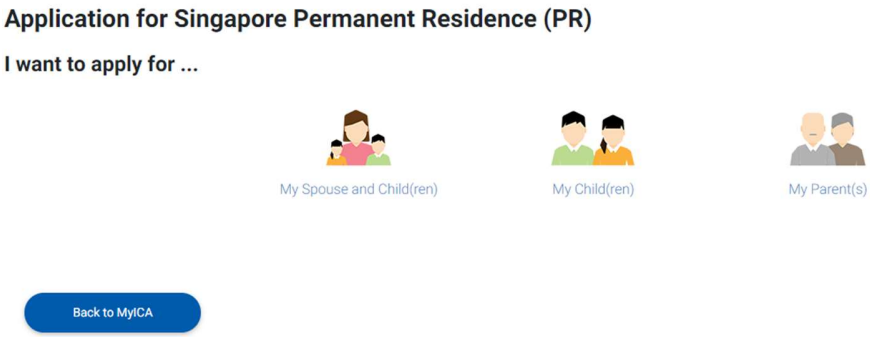
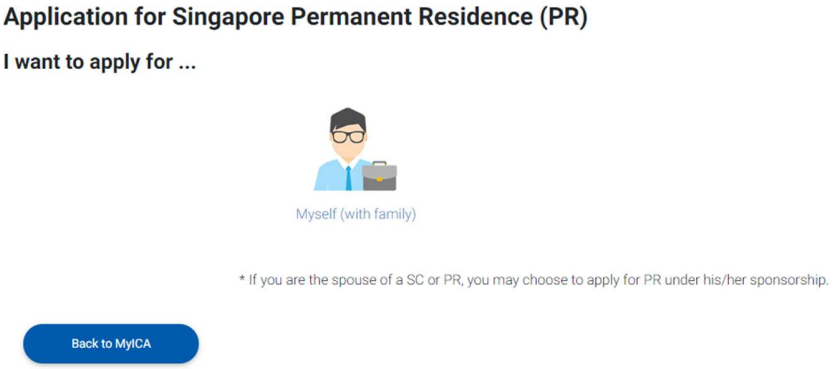
2) After you have successfully logged in, select the icon, which indicates the PR category you are applying.

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

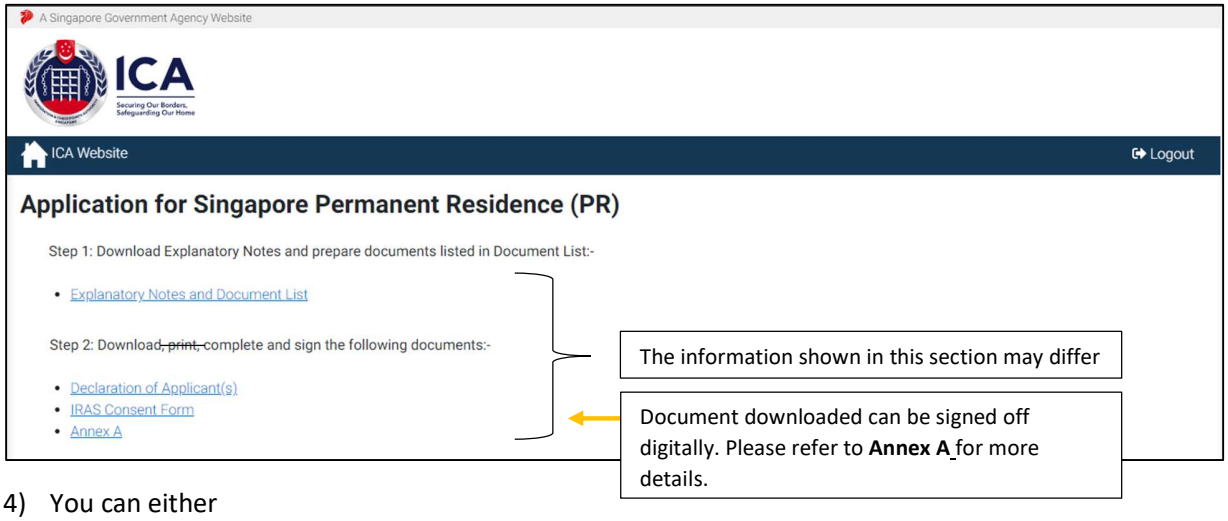


b) If you are applying as an Employment Pass or S pass holder, you will see the following:



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

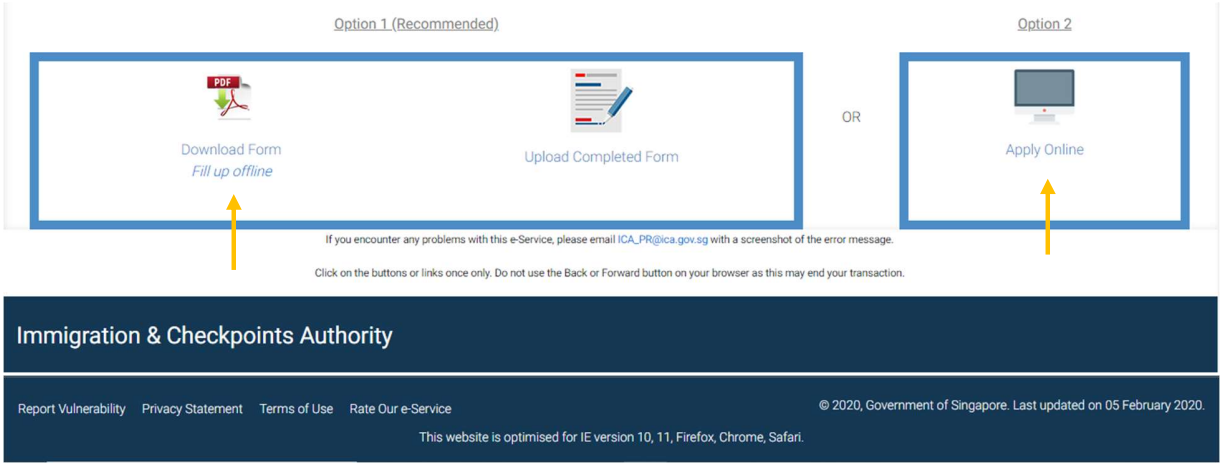
3) Prepare the stated documents required, according to steps 1 and 2.



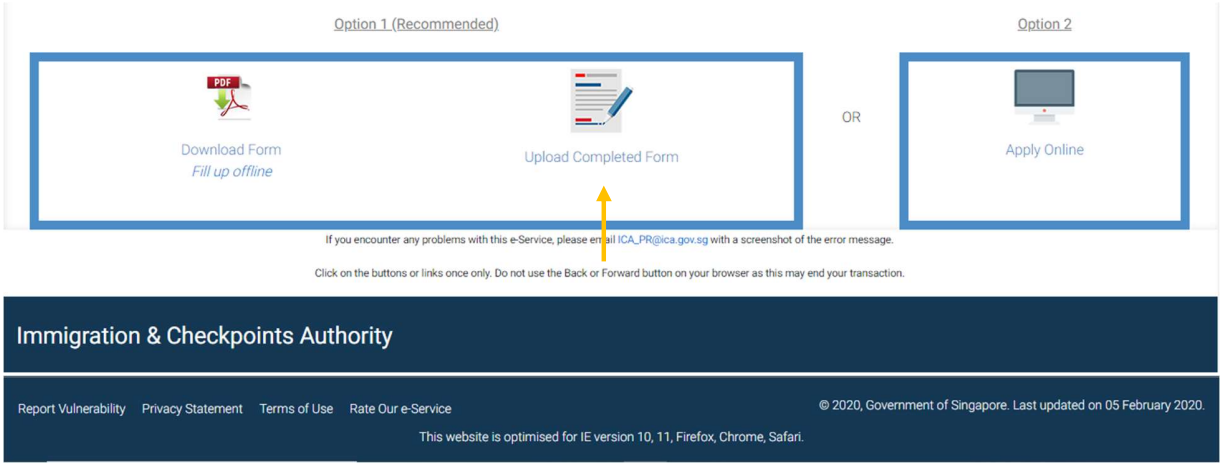
4) You can either

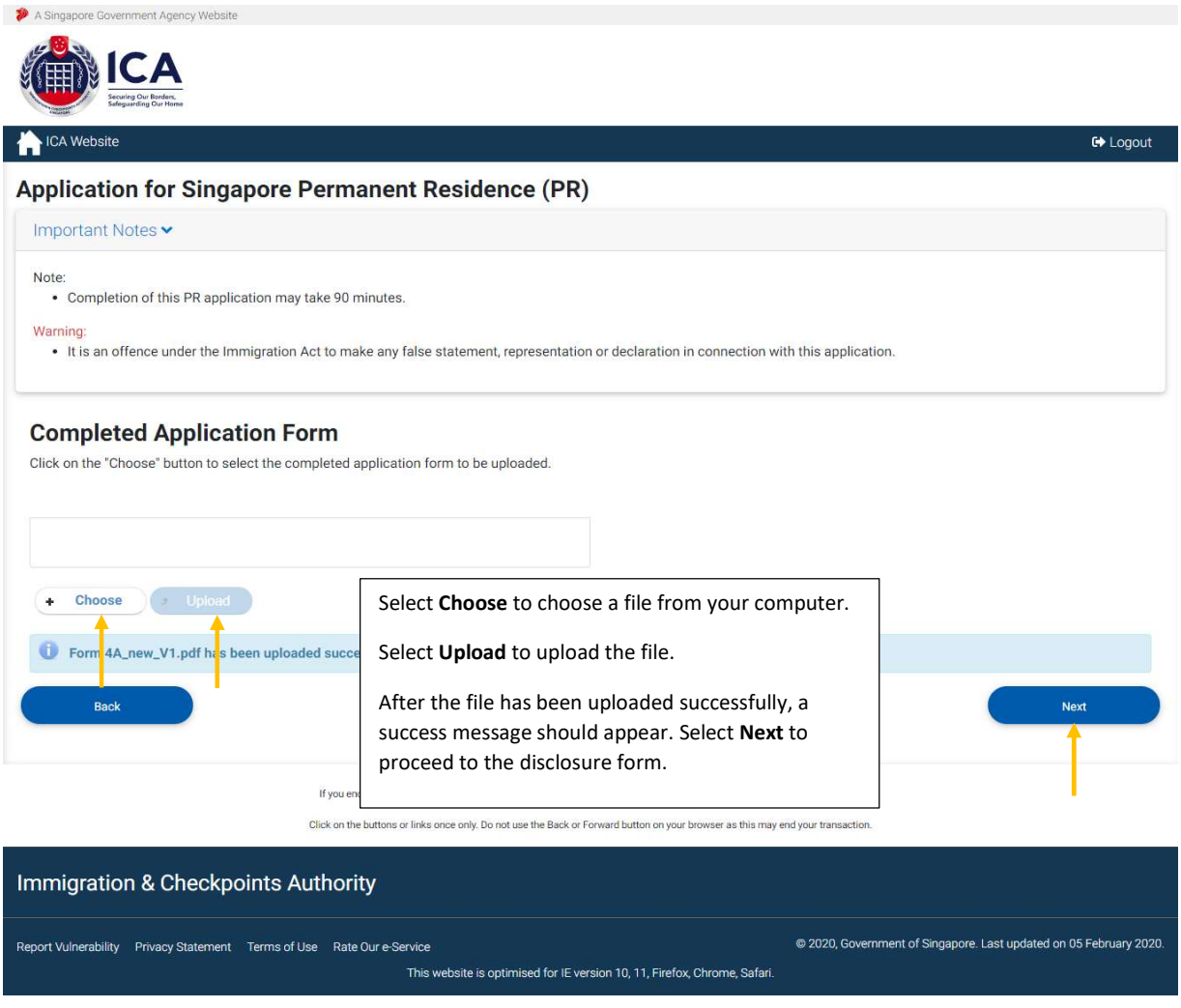
I. Download the PR application form, complete it electronically and return to the same page to upload the form (recommended) or

II. Complete the PR application form online.

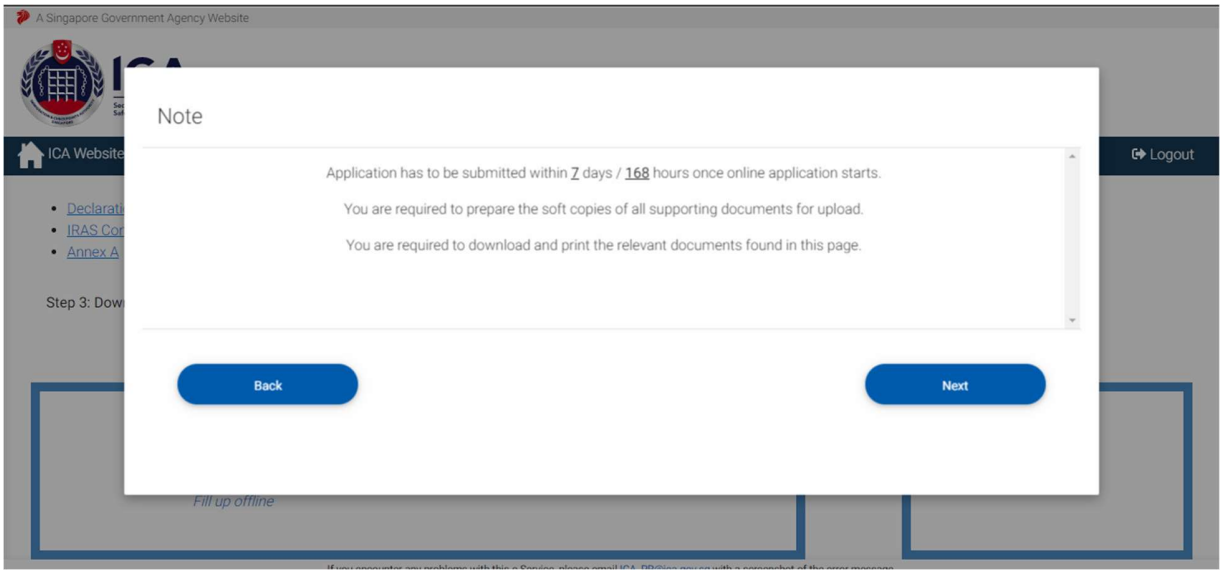


5) If you chose to complete the form offline, you may select “Upload Completed Form” to upload your completed application form.

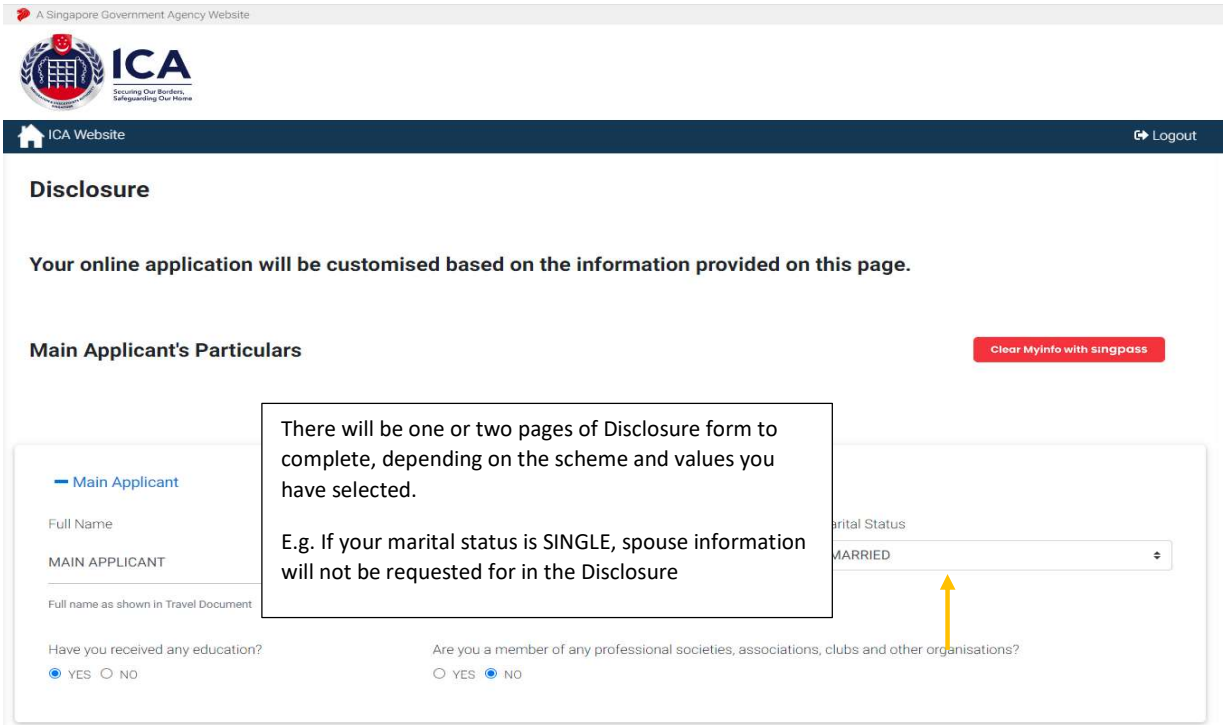




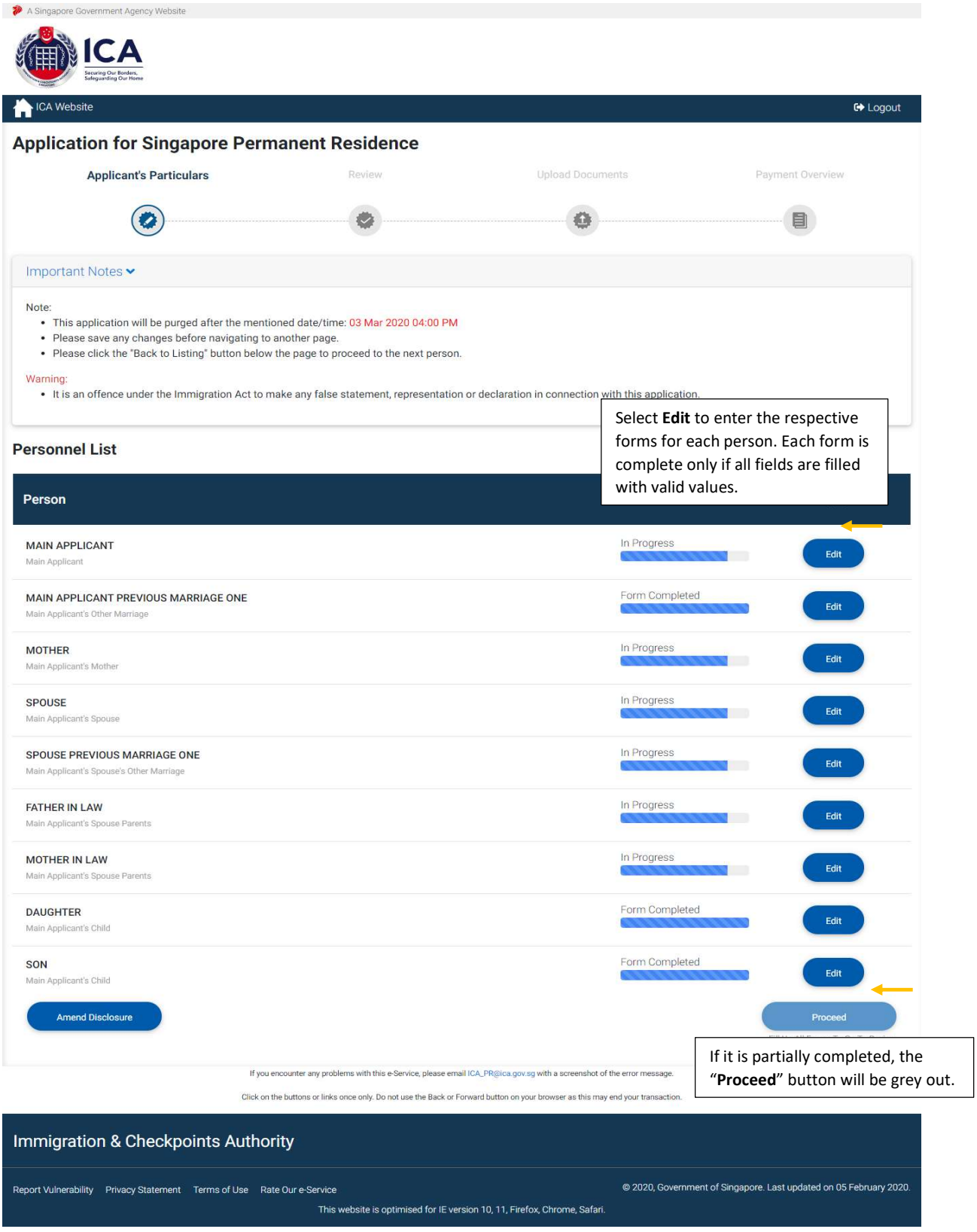
6) Ensure that your application is submitted within **7 days/ 168 hours** once the online application starts.

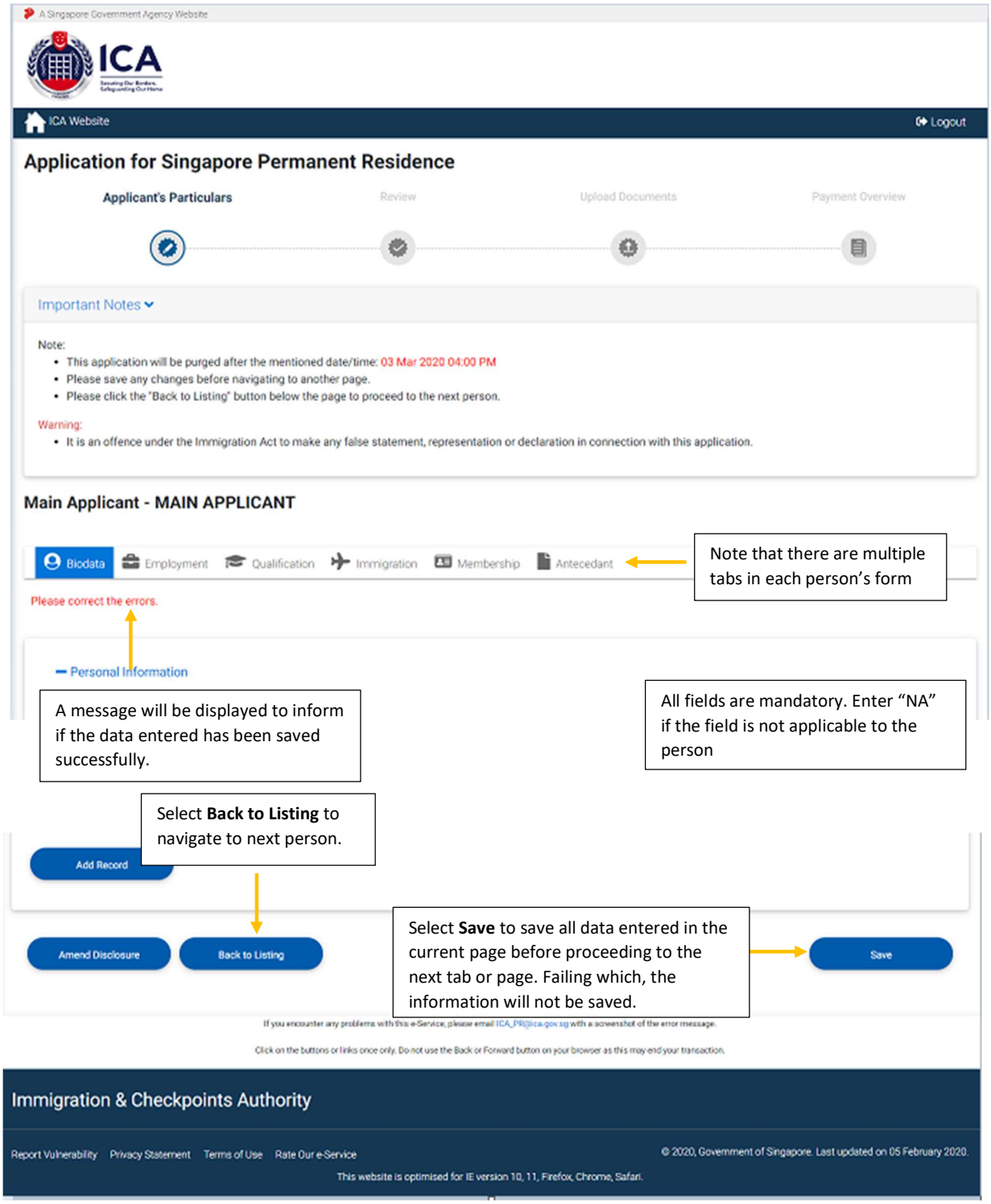


7) Provide the required information in the Disclosure page. Note that all fields are mandatory. The inputs provided will determine the information required in the online form.

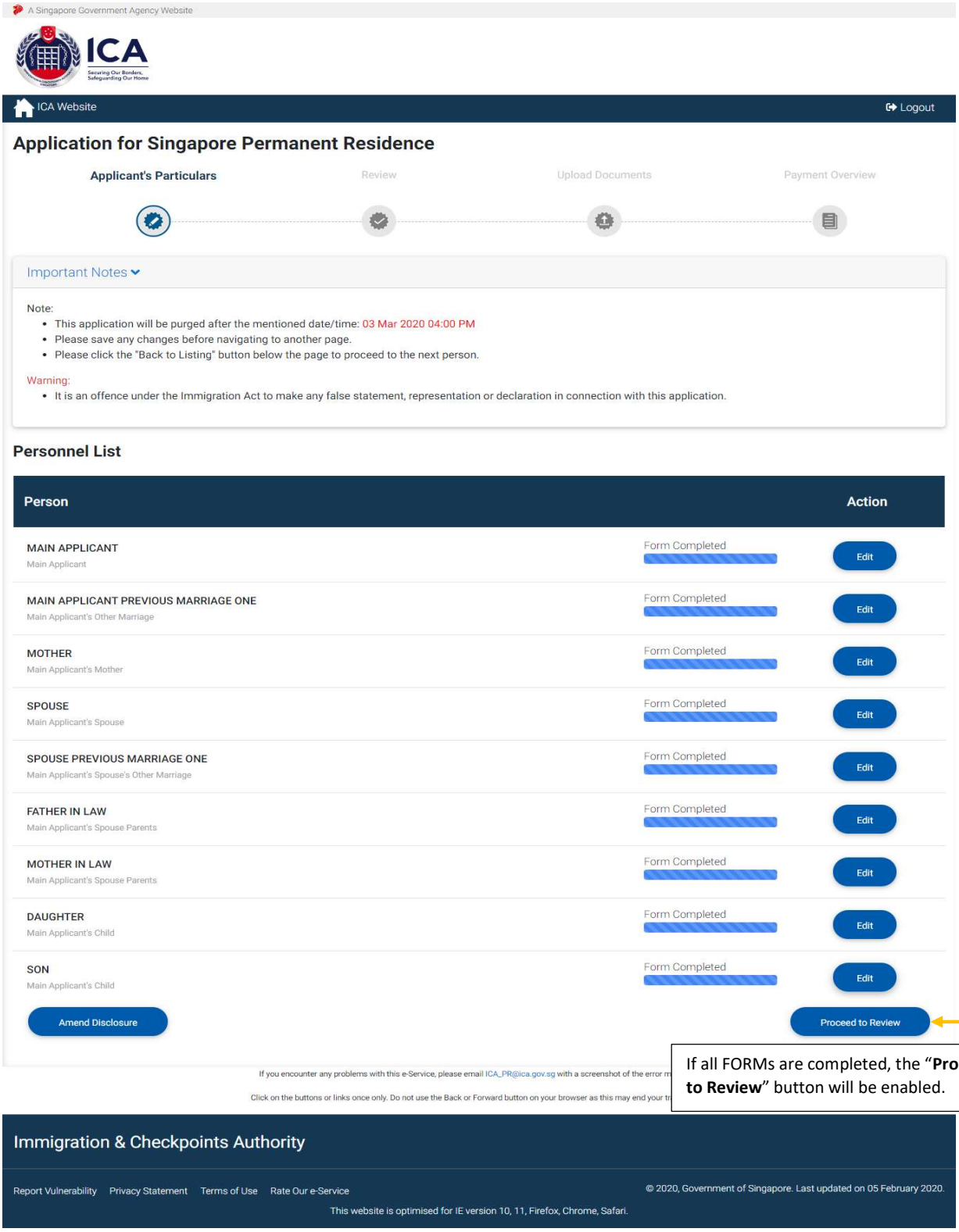


8) Provide the required information for each person in the Personnel List.



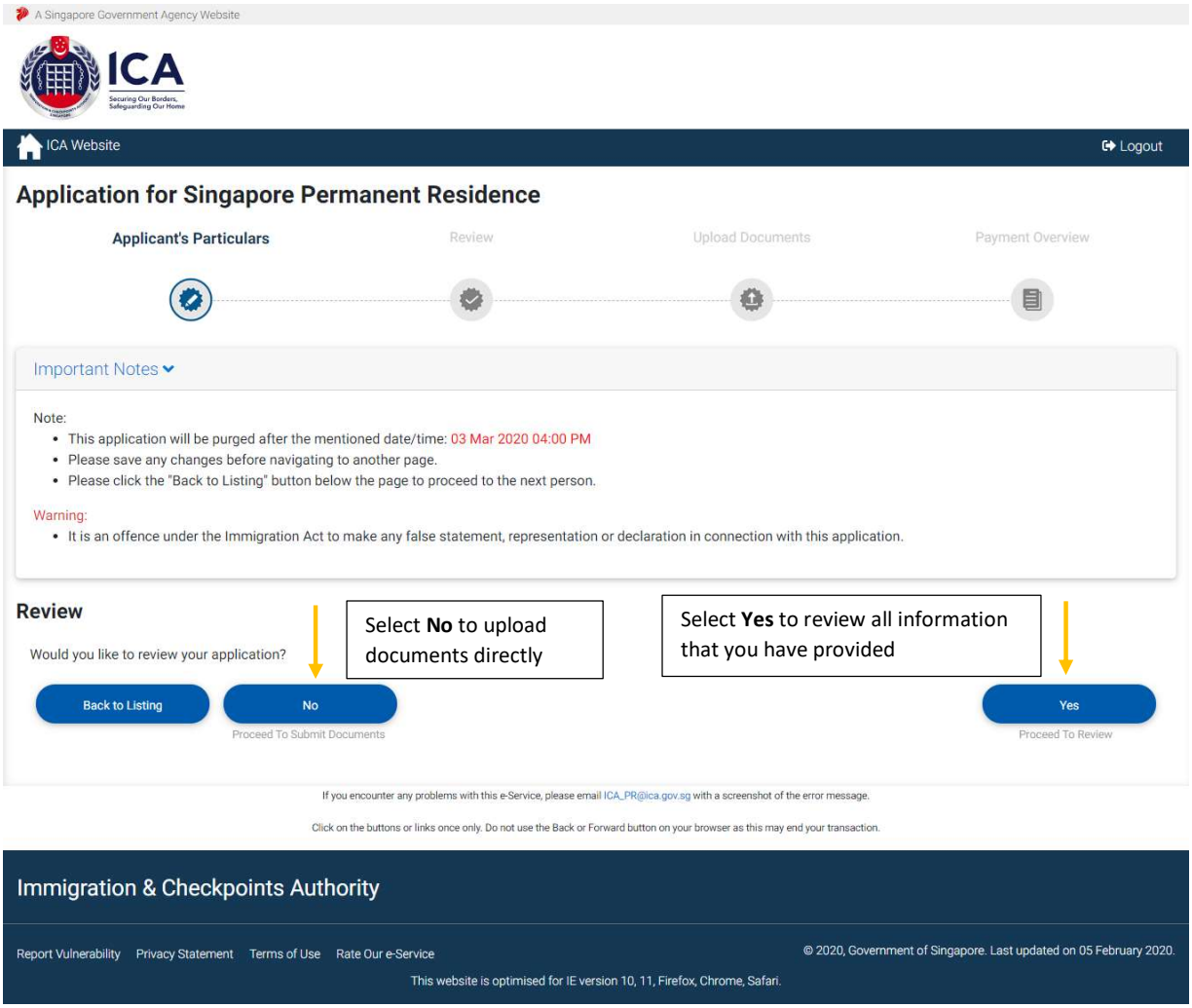

A Singapore Government Agency Website
ICA
ICA Website
Logout
Application for Singapore Permanent Residence
Applicant's Particulars
Review
Upload Documents
Payment Overview
Important Notes
Note:
This application will be purged after the mentioned date/time: 03 Mar 2020 04:00 PM
Please save any changes 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 - MAIN APPLICANT
Biodata
Employment
Qualification
Immigration
Membership
Antecedant
Note that there are multiple tabs in each person's form
Please correct the errors.
Personal Information
A message will be displayed to inform if the data entered has been saved successfully.
All fields are mandatory. Enter "NA" if the field is not applicable to the person
Select Back to Listing to navigate to next person.
Add Record
Amend Disclosure
Back to Listing
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.
Save
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.
Immigration & Checkpoints Authority
Report Vulnerability
Privacy Statement
Terms of Use
Rate Our e-Service
© 2020, Government of Singapore. Last updated on 05 February 2020.
This website is optimised for IE version 10, 11, Firefox, Chrome, Safari.

9) After the required fields are completed, the “Proceed” button is enabled. Select “Proceed” to move to the next step.

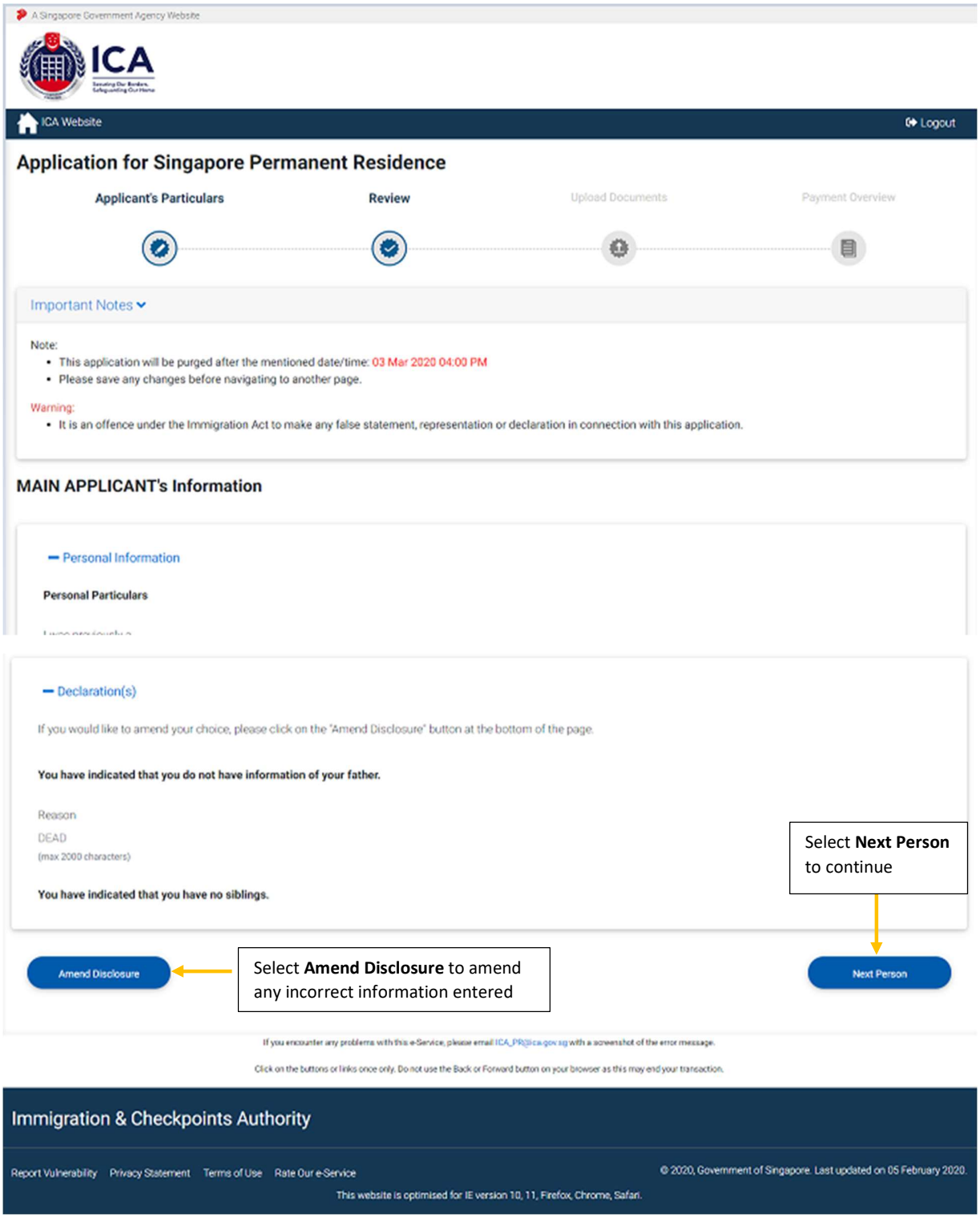


If all FORMs are completed, the “**Proceed to Review**” button will be enabled.

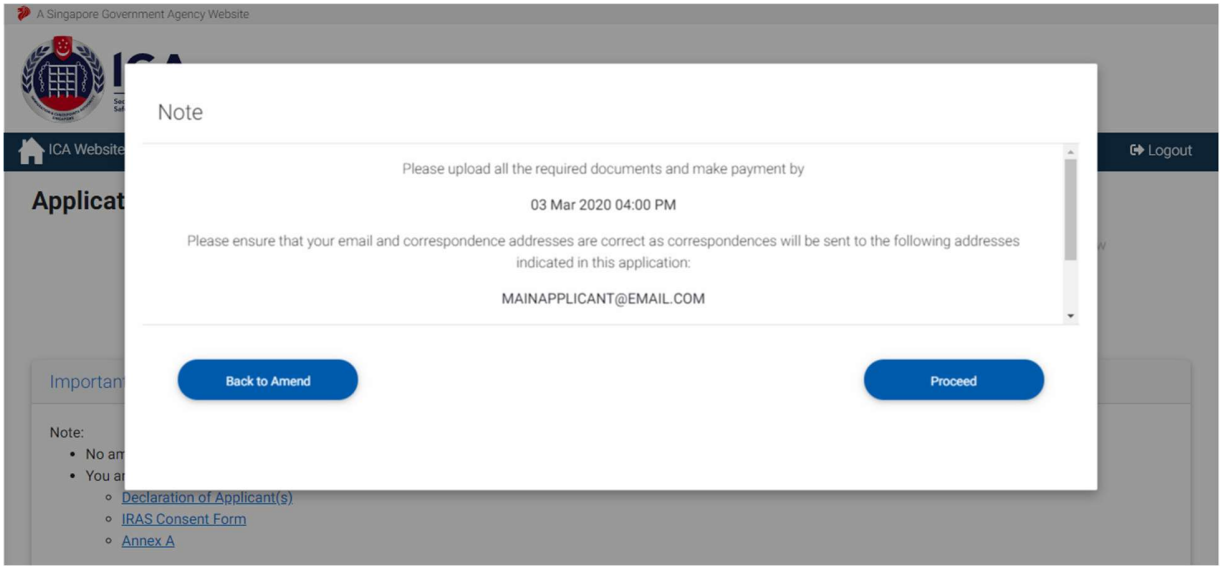
10) You may choose to review all information entered or proceed to upload documents immediately.



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

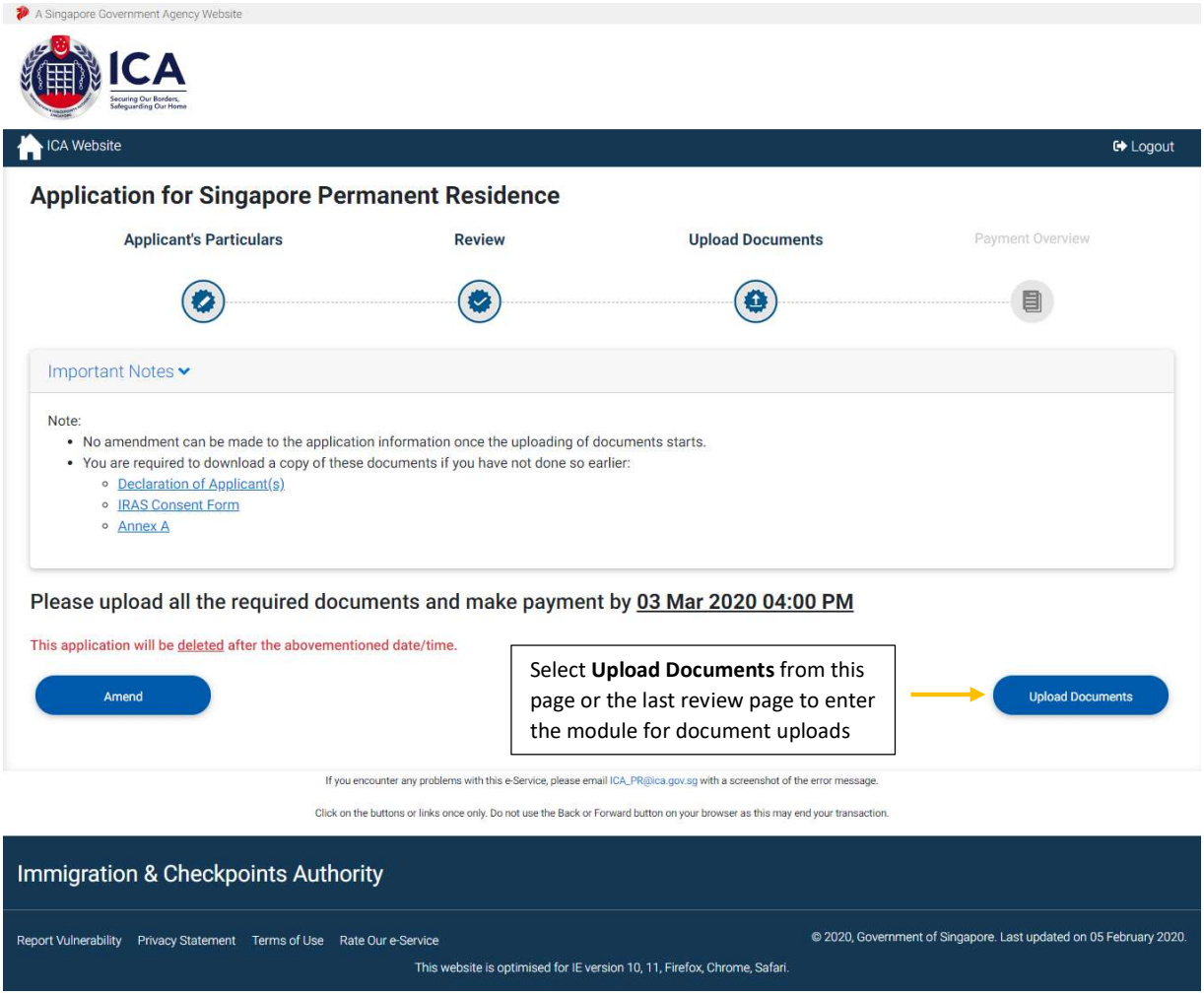


11) Before you upload your documents, you will be shown the stipulated date/time, your email address and your correspondence address. Ensure that the addresses are correct. Click on “OK” to proceed.

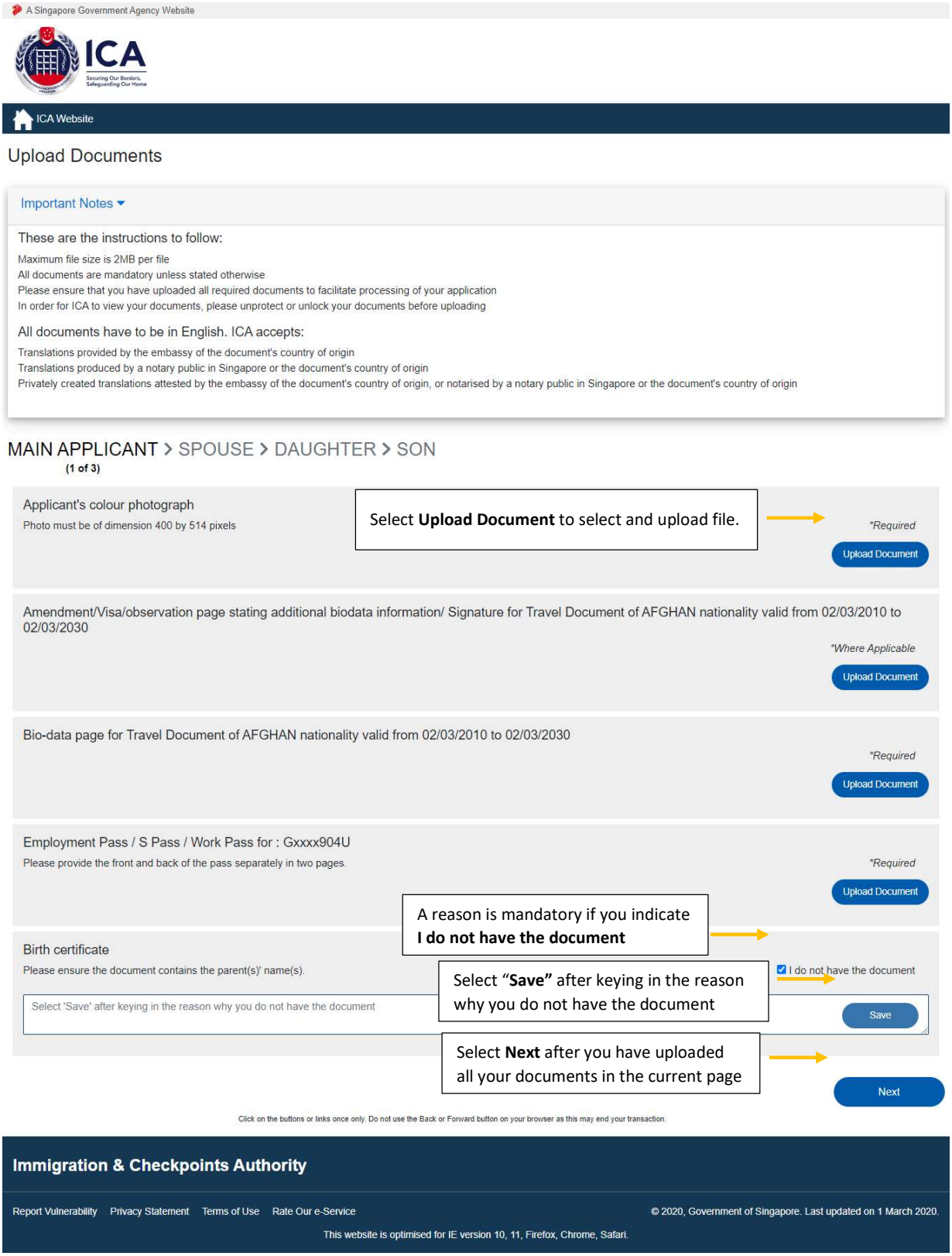


12) Proceed to upload the documents.

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



Note that only PDF and JPG documents are accepted.



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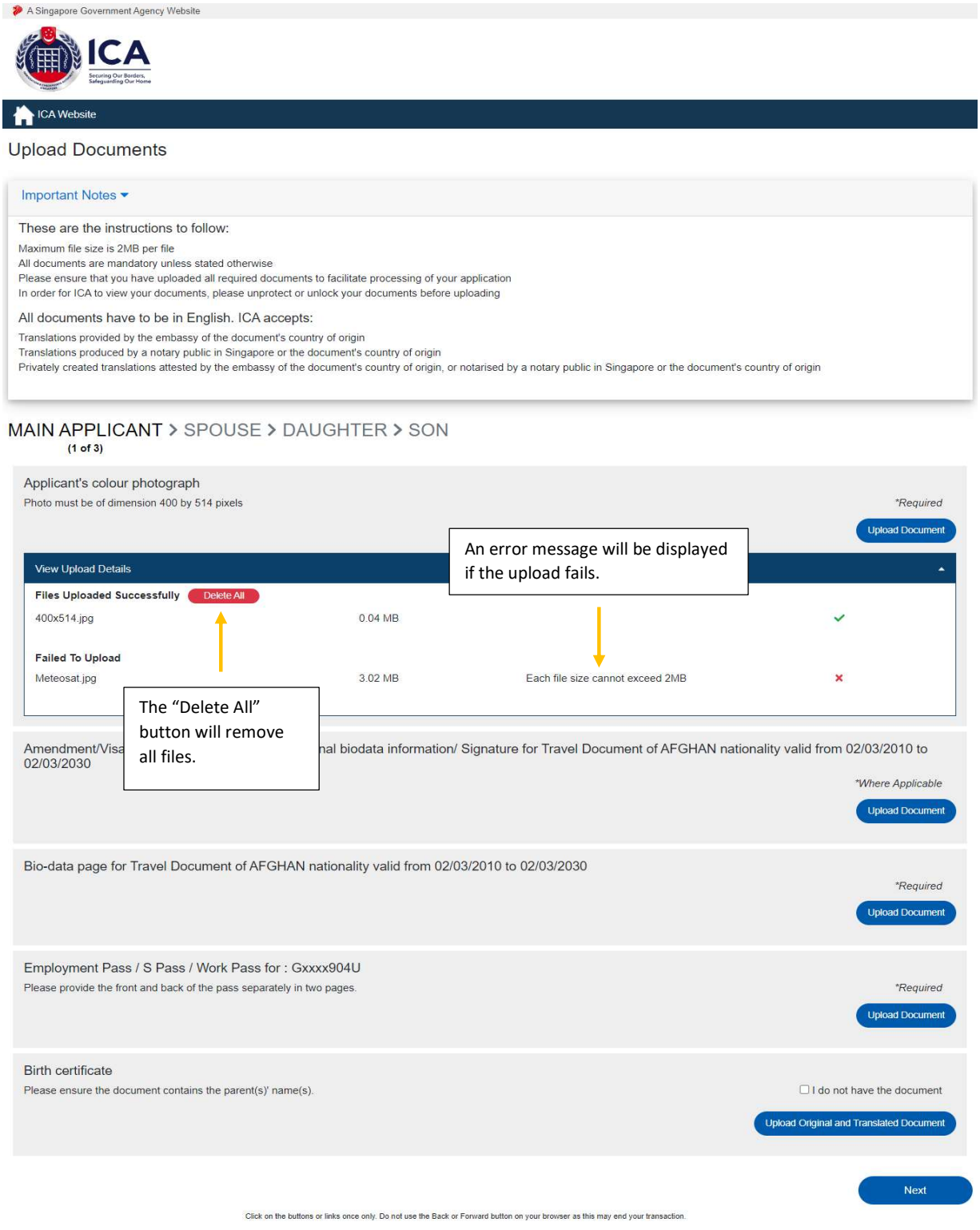
A Singapore Government Agency Website
ICA
Securing Our Borders, Safeguarding Our Home
ICA Website
Upload Documents
Important Notes
These are the instructions to follow:
Maximum file size is 2MB per file
All documents are mandatory unless stated otherwise
Please ensure that you have uploaded all required documents to facilitate processing of your application
In order for ICA to view your documents, please unprotect or unlock your documents before uploading
All documents have to be in English. ICA accepts:
Translations provided by the embassy of the document's country of origin
Translations produced by a notary public in Singapore or the document's country of origin
Privately created translations attested by the embassy of the document's country of origin, or notarised by a notary public in Singapore or the document's country of origin
MAIN APPLICANT > SPOUSE > DAUGHTER > SON
(1 of 3)
Applicant's colour photograph
Photo must be of dimension 400 by 514 pixels
*Required
Upload Document
View Upload Details
Files Uploaded Successfully
Delete All
400x514.jpg
0.04 MB
Failed To Upload
Meteosat.jpg
3.02 MB
Each file size cannot exceed 2MB
An error message will be displayed if the upload fails.
The "Delete All" button will remove all files.
Amendment/Visa
nal biodata information/ Signature for Travel Document of AFGHAN nationality valid from 02/03/2010 to 02/03/2030
*Where Applicable
Upload Document
Bio-data page for Travel Document of AFGHAN nationality valid from 02/03/2010 to 02/03/2030
*Required
Upload Document
Employment Pass / S Pass / Work Pass for : Gxxxx904U
Please provide the front and back of the pass separately in two pages.
*Required
Upload Document
Birth certificate
Please ensure the document contains the parent(s)' name(s).
I do not have the document
Upload Original and Translated Document
Next
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.
Immigration & Checkpoints Authority
Report Vulnerability
Privacy Statement
Terms of Use
Rate Our e-Service
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This website is optimised for IE version 10, 11, Firefox, Chrome, Safari.

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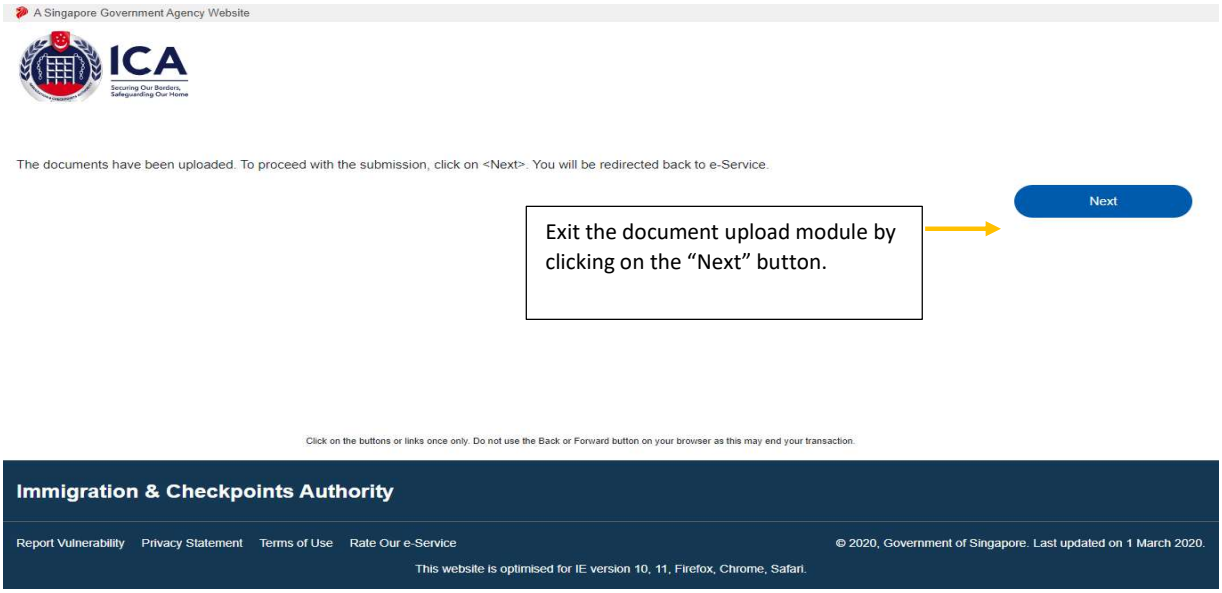
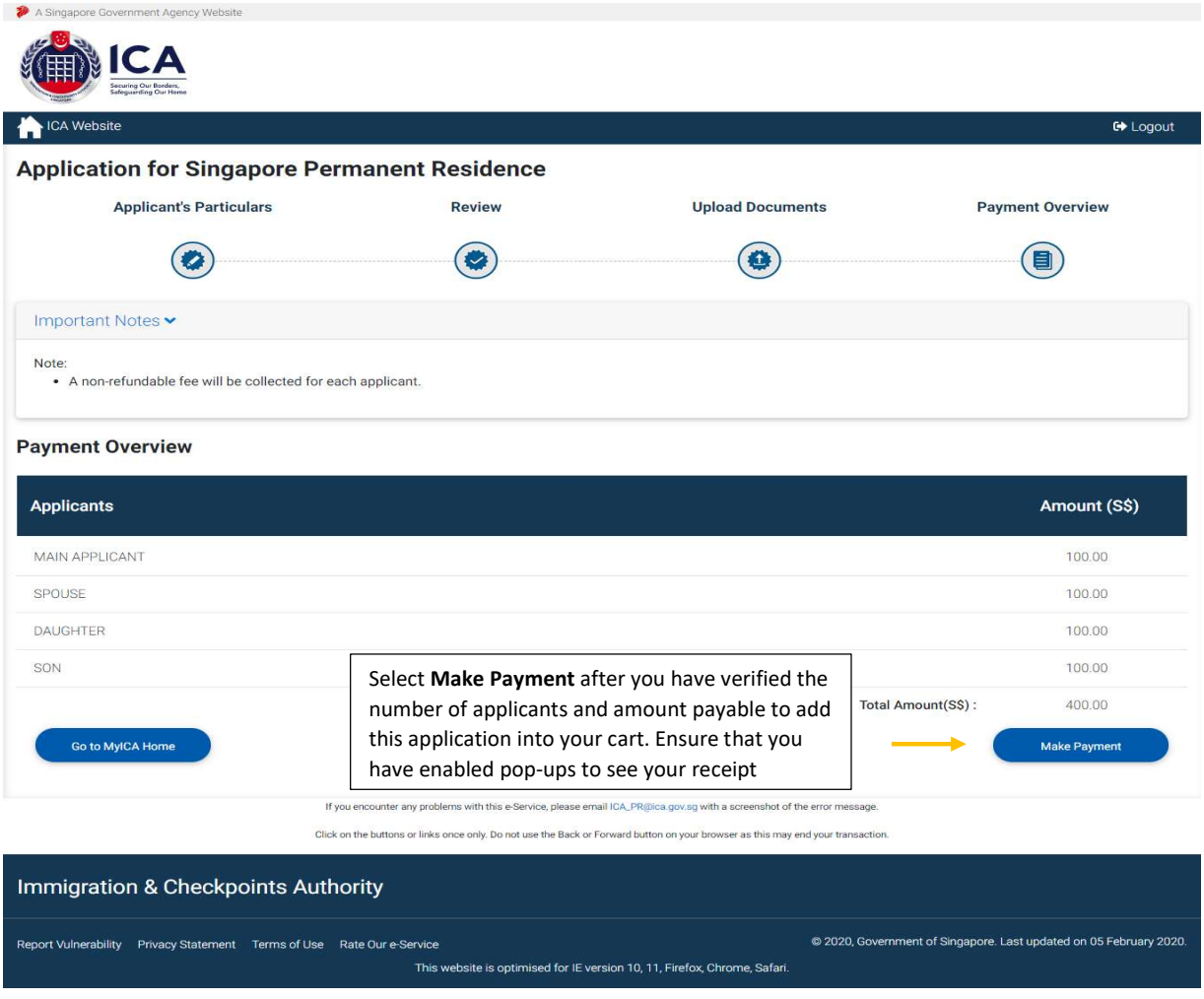


13) After the upload of documents is complete, proceed to make payment for your PR application



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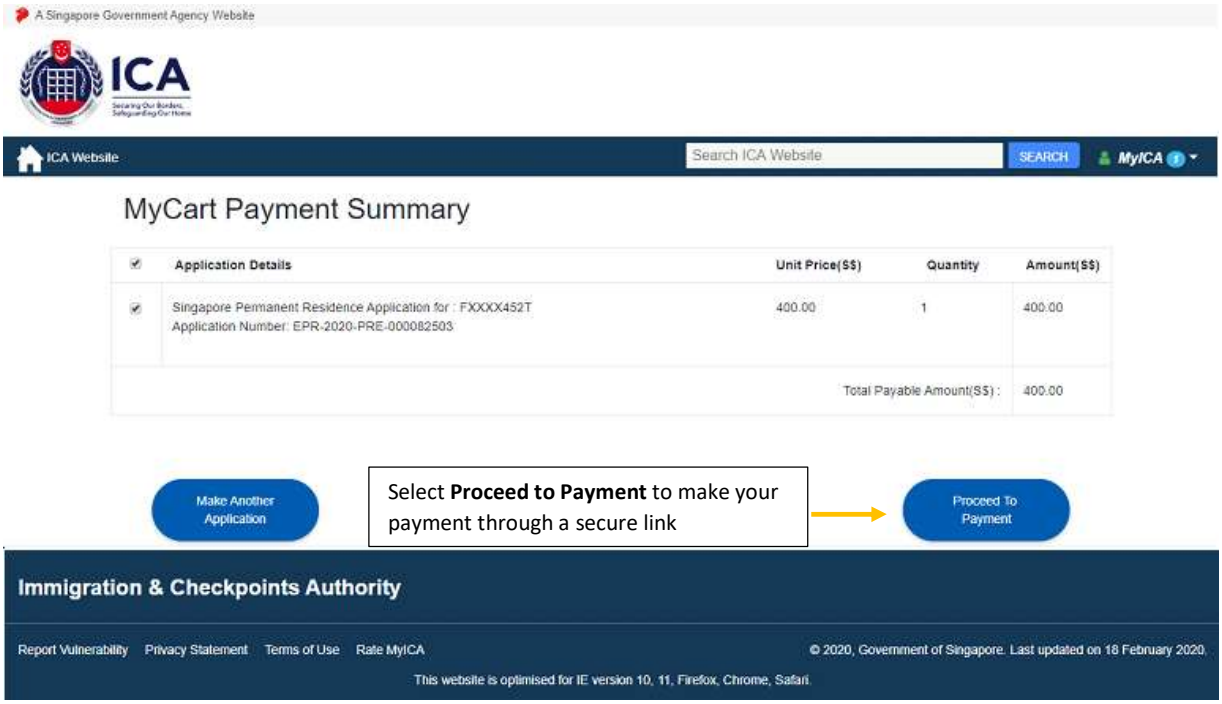
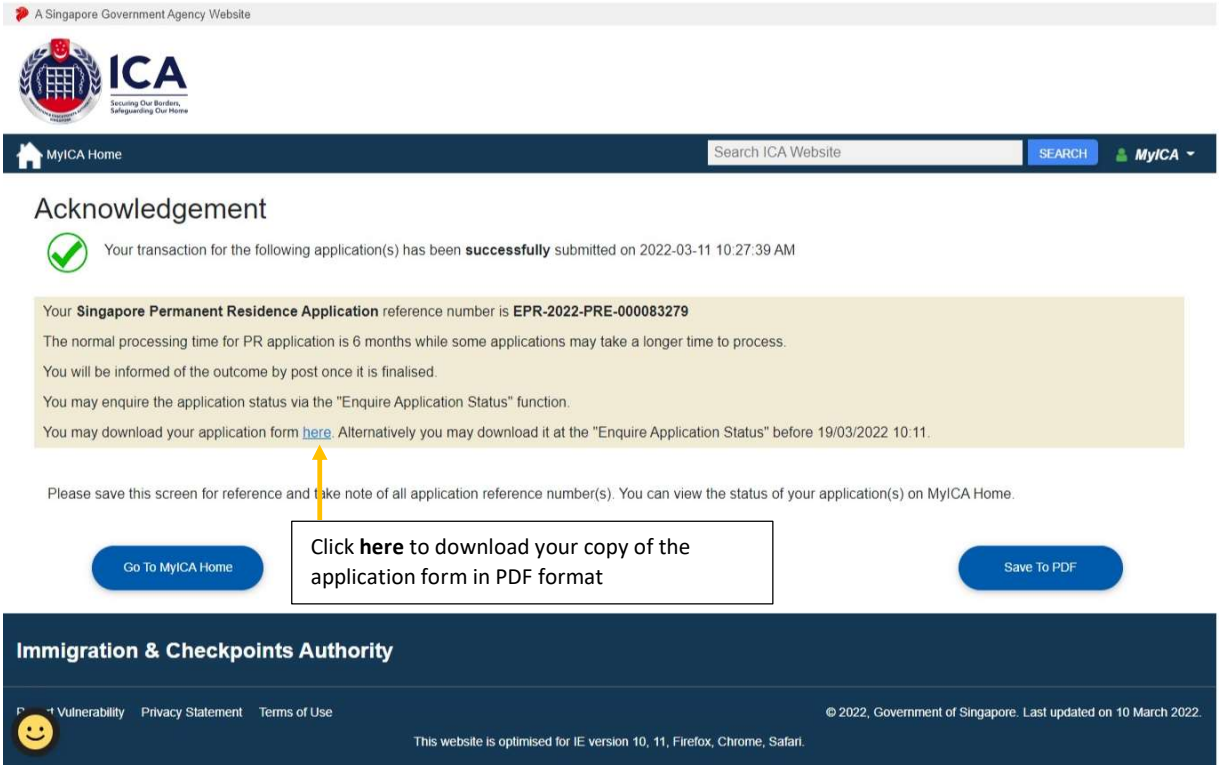
14) Payment will be done through MyCart

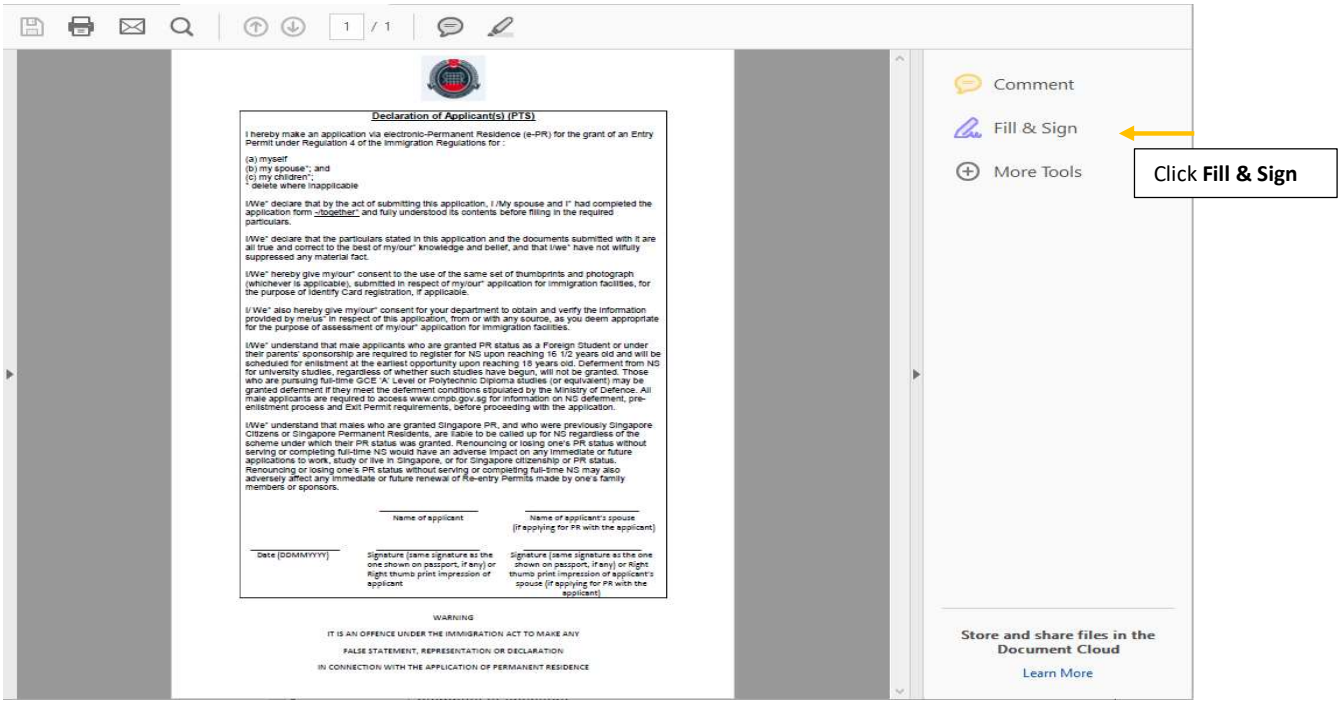


15) An acknowledgement page will be shown to indicate the successful submission of your application
16) You may download a copy of the application form in PDF format before the stated date and time.



Annex A

Step 1:



Click **Fill & Sign**

Step 2:

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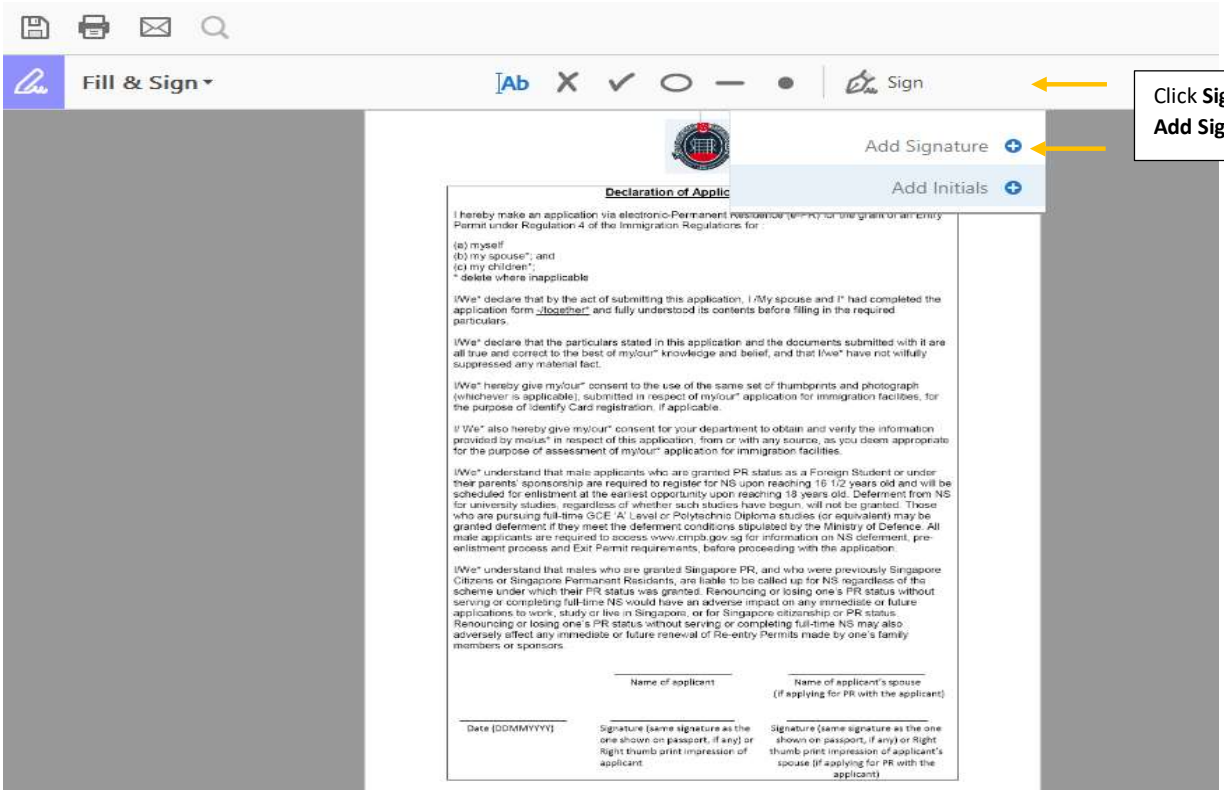
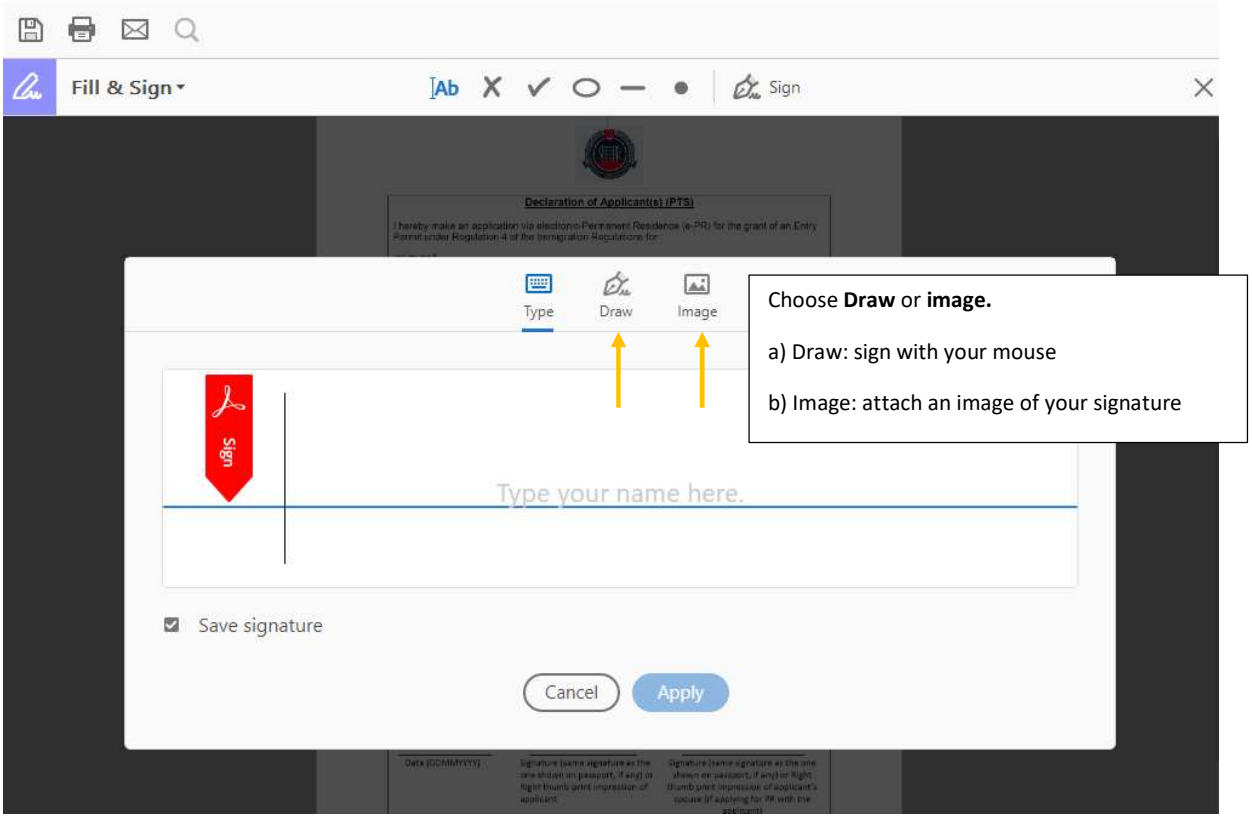

Fill & Sign
Sign
Add Signature
Add Initials
Declaration of Applic
Click **Sign** and **Add Signature**

Step 3:



Step 4: Saved your signed document

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