

Handbook to Success:

Navigating Qualification Verification
Proof for Employment Pass
Applications Post September 2023



INTRODUCTION

eeCheck is one of the selected background screening companies by the Ministry of Manpower, Government of Singapore (MOM) to conduct education verification, qualification verification and institution accreditation check and provide candidates of work pass application with a verification proof.

This guide delineates several new changes regarding the requirements for qualification verification proof for Employment Pass (EP) applications post September 1, 2023. It also provides Frequently Asked Questions (FAQs) pertinent to this topic and outlines best practices for general MOM verification. The aim of this guide is to facilitate a smoother process for work pass applicants and employers alike.



Summary Chart

Pass Type:

Employment Pass (EP)

Key Effective Dates:

- New Application: 1 September, 2023
- Renewal Application: 1 September, 2024

Qualifications Required Verification:

Any post-secondary diploma or higher qualifications declared to the Ministry of Manpower (MOM) must be substantiated with a corresponding verification proof.

For employers seeking to accrue points through these qualifications in the COMPASS system, it is crucial to include them in the EP application.

If the awarding institution of a qualification is not listed in the MOM application form's dropdown menu:

Verification proof should be provided for the following two aspects:

- The authenticity of the qualification
- The accreditation status of the awarding institution

If the awarding institution of a qualification is listed in the MOM application form's dropdown menu:

Verification proof should be provided for the authenticity of the qualification.

Changes to Reports:

Yes. The report format will be changed according to the new MOM standards. Employers or candidates possessing a copy of the eeCheck MOM report with the agreed retention period may reach out to MOM to reissue the reports in new format to adapt to the changes post September 2023.



New Changes for Verification Proof Requirements for Employment Pass (EP) Application from 1st September, 2023

As per the guidelines specified on the official Ministry of Manpower (MOM) website (<https://www.mom.gov.sg/passes-and-permits/employment-pass/documents-required>), as part of the COMPASS system rollout, it is required that any post-secondary diploma or higher qualifications declared to the Ministry of Manpower (MOM) must be substantiated with a corresponding verification proof. This mandate applies to all new Employment Pass (EP) applications beginning 1st September 2023, and to renewals commencing 1st September 2024.



For employers seeking to accrue points through these qualifications in the COMPASS system, it is crucial to include them in the EP application. Otherwise, the declaration of qualifications and the corresponding verification proofs are not necessary.

Concerning the requirements for verification proof, it is incumbent on employers to ascertain that their candidates' qualifications are both genuine and issued by authorized institutions. If the awarding institution of a qualification is not listed in the MOM application form's dropdown menu, verification proof should be provided for the following two aspects:

- The authenticity of the qualification
- The accreditation status of the awarding institution

In cases where the awarding institution is listed in the dropdown menu, the verification proof required would pertain to the authenticity of the qualification alone.

*Note that checks for authenticity affirm that the qualification was indeed conferred upon the candidate, while accreditation checks validate the qualification's recognition by the local governing authority.

6 Best Practices for Effective MOM Verification for Qualification and Employment Proof

Efficient Integration

Integrate the MOM verification with the existing employment screening process by creating an integrated process for consent forms and data collection from candidates for both general employment background checks and MOM verification.

Seamless Reporting

Establish an integrated reporting channel and access for both the background check and MOM reports for the employer and its HR, Compliance and other related departments.

Efficient Data Collection

Ensure your HR team is fully prepared to collect the necessary information and documents from the data subject (such as degree certificates and mark sheets from India) to avoid potential delays in the data gathering process and any back-and-forth communication with eeCheck. Do go ahead and request a list of potential documents needed for the verification service when working with us.

Data Privacy Excellence

Develop internal protocols and policies for data privacy, release, and protection to maintain the confidentiality of the data subject's personal information.

Transparent Collaboration

Take a transparent and hand-in-hand approach with the data subject by providing progress updates and requesting additional information from the institution when necessary.

Efficient Verification

Starting the verification process as soon as possible can help avoid potential delays (such as time for the data subject to gather the required information) even though eeCheck endeavors to ensure the fastest turnaround time.

Inside the eeCheck Standard: Superior MOM Global Verification Services

eeCheck takes pride in being an industry leader in service quality and verification expertise when it comes to Ministry of Manpower (MOM) global verification services. We stand by the exceptional attributes that set us apart:

1

Rigorous and Professional:

Our verification services are upheld to the highest standards in the industry, ensuring precision, and professionalism at every step.

2

Full Service Approach:

Our professional consultants would provide guidance right from the initial stages through to the conclusion of the process.

3

Constant Updates:

Our dedicated team ensures you are continually updated about the progress of your verification. Your Account Manager is always available for any queries or concerns you may have.

4

Speed and Transparency:

We strive to deliver prompt services while maintaining full transparency. Our approach includes keeping you informed about the current progress, flagging any potential requirements for additional documents promptly, and outlining actions required to expedite the process.

5

Experienced:

We are armed with a team experienced in conducting global verifications for MOM. Our vast experience enables us to handle complex cases with ease and assurance.

Trust eeCheck for a seamless, reliable, and efficient MOM verification experience.

FAQS FOR THE NEW VERIFICATION REQUIREMENTS FOR EMPLOYMENT PASS (EP) APPLICATIONS

Q: As an employer, can I request and complete the qualification proof with eeCheck on behalf of my candidates?

Yes. Please be prepared to collect or provide the necessary authorization for eeCheck to gather the required documents to complete the verification.

Q: As a Data Subject, can I request eeCheck to complete the verification for the qualification proof?

Yes. You may connect with eeCheck directly.

Q: What are the key dates for EP application changes that require the new verification requirements?

- New EP application – September 1, 2023
- EP renewal application – September 1, 2024

Q: For Employment Pass (EP) applications, if I do not need the points at COMPASS and decide not to declare certain qualifications, do I need to still provide verification proof for them?

Yes. You may connect with eeCheck directly.

Q: When would be the best time to start the verification process?

You are advised to have the credentials verified prior to the application. Do take into account the time required to verify the credential in which turnaround time varies across different countries.



Q: For renewal applications to be submitted next year, can I engage eeCheck to conduct the verification now?

Yes. At the time of submitting your work permit renewal application to the Ministry of Manpower (MOM), you can include the report accompanied by its corresponding tracking number. This ensures the seamless integration of your renewal process.

Q: Do I need to reconduct or resubmit the qualification verification proof in the future?

In line with the new qualification verification procedure implemented in September 2023, work permit applicants are required to submit their qualification verification proof to the Ministry of Manpower (MOM) only once. As part of a new requirement, the MOM mandates a specific report format, which includes a specially designed summary and a unique report reference number. To meet these new demands, eeCheck will transition to issuing reports in this updated format from August 2023.

For those applying for a work permit after September 1, 2023, but possessing a report in the previous format, it will be essential to reach out to either eeCheck or the corresponding background screening company. This is to have your reports reissued in the newly stipulated format. Please be advised that, due to the predetermined retention period, eeCheck may not be capable of reissuing some reports. In such situations, it would be necessary to re-engage eeCheck's services to procure a report that aligns with the new format requirements.

Q: We are an eeCheck customer and have been ordering your background check reports. Can we simply submit the education verification report to MOM as qualification proof?

No. The MOM reports have specific format and requirements. Please indicate to eeCheck prior to proceeding for the corresponding background checks if the education verification is intended to be submitted to MOM.





Embark on Compliance
Excellence: Unveiling the
MOM Verification with
eeCheck

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