SINGAPORE NURSING BOARD
DOCUMENTS CHECKLIST

APPLICATION FOR REGISTRATION/ENROLMENT FOR FOREIGN QUALIFIED NURSES
(For **NEW** Applicants only)

	S/N	*List of Documents to be Uploaded with Application*
General	1	Cover Letter addressed to SNB from employing institution (on official letterhead) to state: a) The intention to employ the applicant b) The position offered (e.g. Staff Nurse/ Enrolled Nurse) c) Principal Place of Practice (PoP) where the applicant will be deployed to
	2	Pg 11 to 13 (Declaration section) of SNB Application Form (completed and signed)
Bio-Data	3	Recent Passport size photograph (400x 514 pixels). Full face with no hair covering the eyebrow and against white background
	4	a) Passport or NRIC (whichever is applicable) b) Work Pass (*if applicable*)
Nursing Education	5	Training/ Graduation certificates
	6	Transcripts of Nursing Education a) For Philippines-trained applicant – Summary of Related Learning Experience (RLE) must be included b) For China-trained applicant – Online Verification of Education (www.chsi.com.cn) must be included
Nursing Registration	7	Registration/Enrolment certificates
	8	Current practising licenses a) For Malaysia-trained applicant – Annual Practising Certificate (APC) or Schedule IV. Letter for Retention of Name (RON) is required if applicant does not have a valid APC b) For Myanmar-trained applicant – Green License Booklet (From cover to back; all pages inclusive)
		Registration certificate and/ or practising license from the state/country where nurse first obtained his/her nursing registration must be submitted
		Registration certificates and/or practising licenses from all other countries that the applicant has practised in (*if applicable*)
Employment	9	Declaration of Past Employment (Self-declaration by Applicant)
	10	Service Gap Letter addressed to SNB written by applicant if there is a service gap of more than 1 year in the last 5 years (*if applicable*)
Others	11	Where applicant's name in document **differs** from any submitted documents: *a)* Affidavit *b)* Marriage certificate (*if applicable*)
	12	Certified Translation (in English) is required if the original document is **not** in English
Documents to be sent directly to Registrar, Singapore Nursing Board from relevant authorities		
	13	Verification of Registration/Enrolment (VR) from registration/licensing authority *a) For Myanmar-trained applicant – to request for "Current Registration" from Myanmar Nurse & Midwife Council*
	14	Transcript of Nursing Education (TNE) - to include full detailed breakdown of theory and clinical practice in hours or weeks from training institution *a) For Philippines-trained applicant – Summary of Related Learning Experience (RLE) from training institution must be included*

Please see additional notes at the back page.

Revised at 15 June 2023
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Notes:

1) HR officers submitting the applications for Enrolment/ Registration must sight the original copies of documents provided by applicants:

   a) HR can submit colour-scanned copies (preferred) of documents.

   b) For any documents submitted:
   - Direct colour-scanned documents of at least 300 dpi are preferred. Grayscale copies (also minimum 300 dpi) are also acceptable.
   - Copies of documents submitted must be clear and all pages of documents must be seen and not cropped.

   c) There is no need to stamp "Certified as true copy of the original" (CTC) on each page of document submitted.

   d) There is no need for HRs to CTC documents that has already been certified as 'true copies' of the original by an authorised officer (e.g. Notary Public or lawyer).

2) If HR is unable to sight the original documents (e.g. applicant in a different country), the submitted documents must be officially certified as 'true copies' of the original by an authorised officer (e.g. Notary Public or lawyer), and shall bear the stamp 'Certified as true copy of the original' (CTC). The CTC must be initialled on every page of the document and include the full name and signature of the authorised officer, and the date of certification. The CTC stamp must be in English.

3) **Applicants** to request for the following documents from the relevant authorities to be **sent directly** to the Registrar, SNB as soon as employment is confirmed:
   - Verification of registration/enrolment
   - Verification of training by the training institution

   The documents must be <u>sent by the relevant authorities directly to SNB</u>:
   - Via direct email (**preferred**) to snb_verifications@spb.gov.sg (using an <u>official email account</u>. Non-official / free-to-use email accounts such as Gmail, Yahoo Mail, etc. will not be accepted), OR
   - Mail to SNB operating office (c/o Secretariat of healthcare Professional Boards (SPB) 81 Kim Keat Road #10-00 Singapore 328836).

4) SNB reserves the right to request for additional supporting documents (if required).

5) All required documents must be received by SNB before the application can be sent in for approval.

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