



# **CERTIFICATE DOWNLOAD (FOR FOREIGNERS)**

## **USER GUIDE**

V1.0 | Created on 28 Aug 2019

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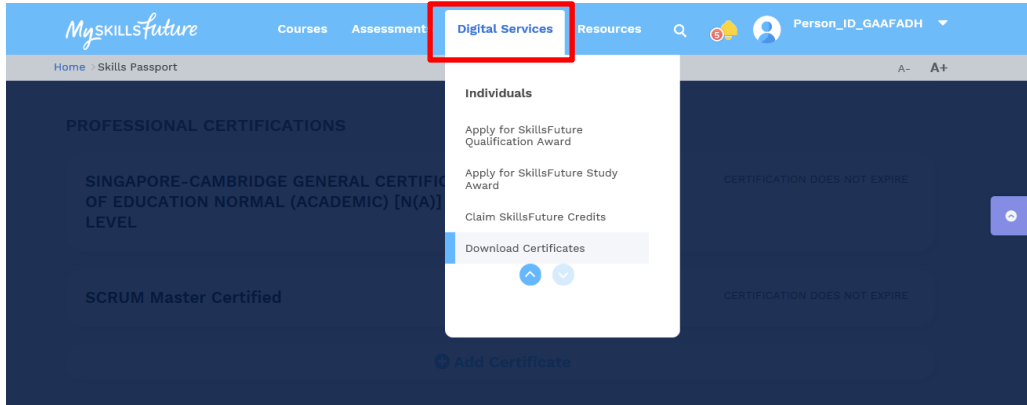
This user guide outlines how foreigners could self-help and retrieve the following certificates from MySkillsFuture (MySF) Portal.

1. WSQ Certificates (OpenCert & e-Cert/PDF)
2. Qualification Certificates issued by local ITE, Polytechnics and Universities (OpenCert)

## A. Download of WSQ Certificates

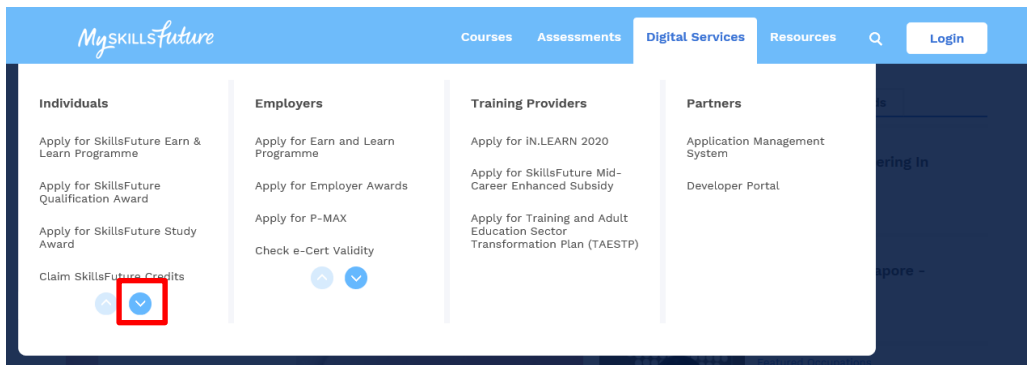
### Step 1

Select “Digital Services” menu from the MySkillsFuture homepage  
(<https://www.myskillsfuture.sg>)



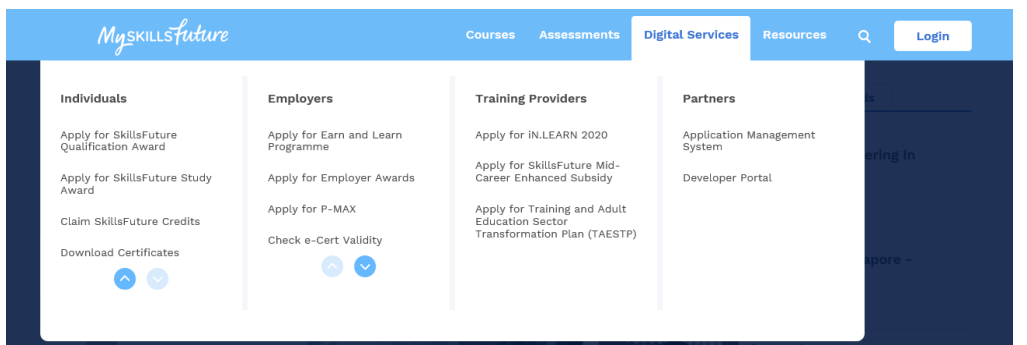
### Step 2

Under “Individuals Section”, Search for “Download Certificates”.



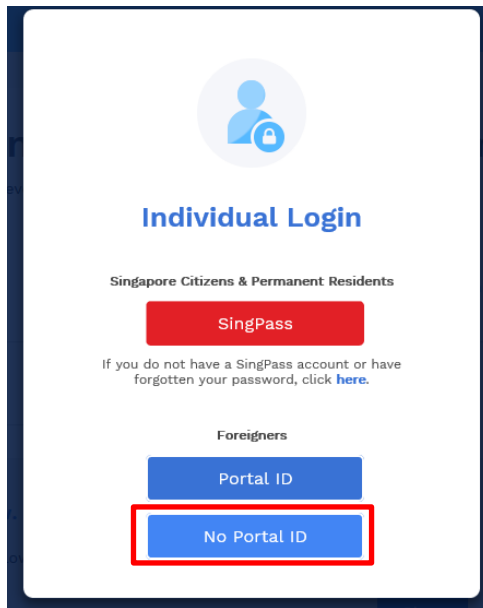
### Step 3

Select “Download Certificates”.



**Step 4**

Click on “No Portal ID”

**Step 5**

Enter “ID Types”, “ID number” and click on “Next”.

**Note:**For ID Types<sup>1</sup>:

- Select “**Previous NRIC / FIN**” for ex-Singaporean or FIN-holder
- Select “**Passport Number/Foreign ID**” for foreign passport or identification

**Step 6**

Select the either one of the following Certificate Types.

- WSQ Qualification
- WSQ Statement of Attainment

**Certificate Information**

<sup>1</sup> This should be the identification registered with the institution at the time of your study.

### Step 7

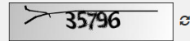
Enter “Year of Attainment”, “Institution UEN”, Captcha characters and click on “Find Cert”.

#### Certificate Information

<b>ID Type</b> Passport Number / Foreign ID	<b>ID Number</b> S1234567f
<b>Certificate Type</b> WSQ Qualification	<b>Year of Attainment</b>
<b>Institution UEN</b> <a href="#">Search for Institution UEN here</a>	

Type the characters you see below.

Can't see the image? Click on the button below to refresh.



Clear

Back Find Cert

#### Note:

The Institution UEN refers to the UEN of the Assessment Centre. If you are unsure, please check back with your Training Provider.

### Step 8

Matched results will be displayed. Click on “Download” to download to your computer.

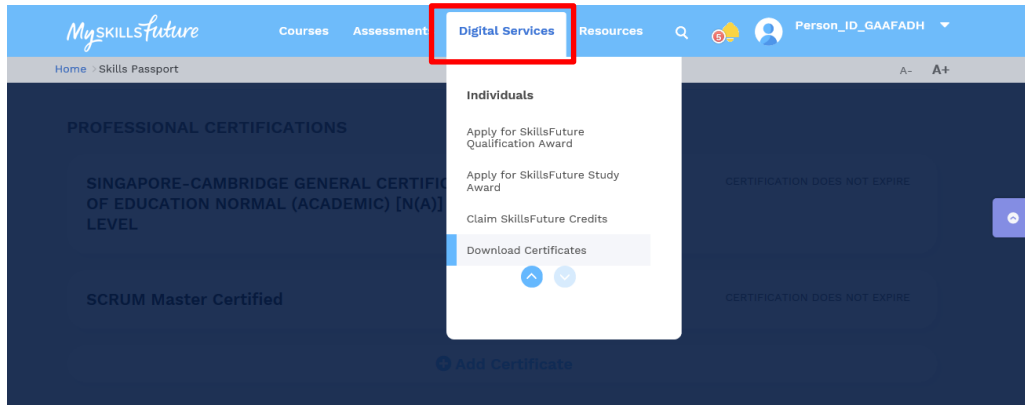
4 record(s) found

Certificate	Institution	Cert ID	Action
Workplace Literacy AND Numeracy	SINGAPORE UNIVERSITY OF SOCIAL SCIENCES	MF-COM-102E-1	<a href="#">Download</a>
Workplace Literacy AND Numeracy	SINGAPORE UNIVERSITY OF SOCIAL SCIENCES	MF-PEC-101E-1	<a href="#">Download</a>
Workplace Literacy AND Numeracy	Institute for Adult Learning (IAL)	TAE-HRM-3035-1.1-1	<a href="#">Download</a>
Workplace Literacy AND Numeracy	Institute for Adult Learning (IAL)	TAE-LDD-3008-1.1	<a href="#">Download</a>

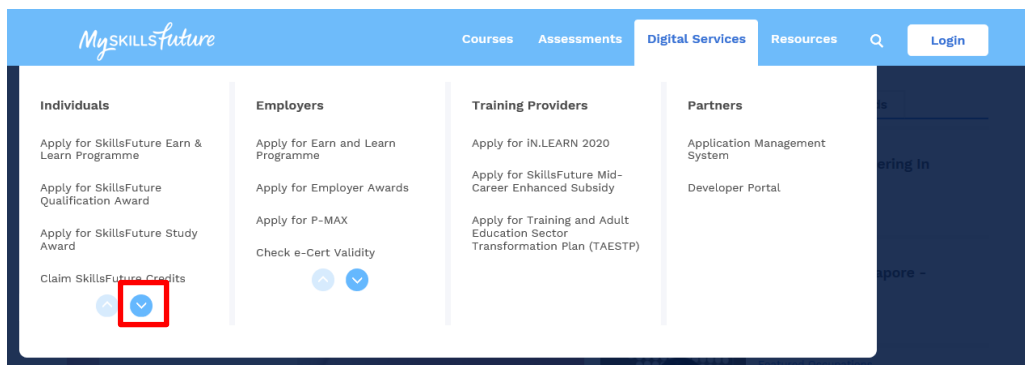
**Tips** : To view downloaded OpenCert, drag & drop it into the OpenCert Viewer (at <https://opencerts.io>).

## B. Download of Qualification Certificates issued by local ITE, Polytechnics and Universities

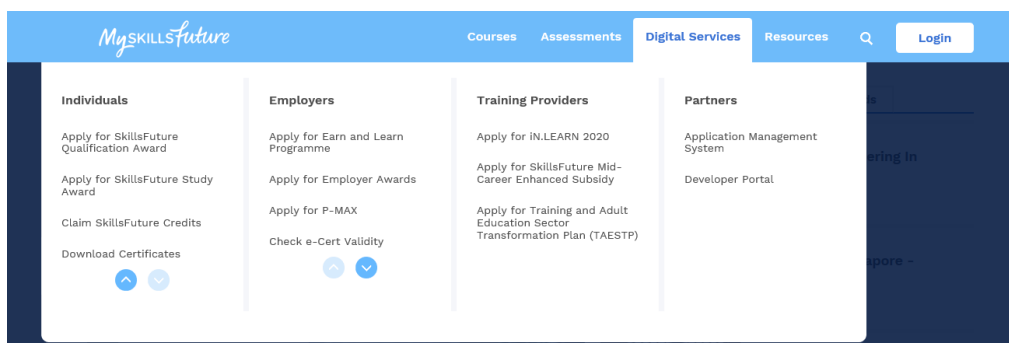
**Step 1** Select “Digital Services” menu from the MySkillsFuture homepage (<https://www.myskillsfuture.sg>)



**Step 2** Under “Individuals Section”, Search for “Download Certificates”.



**Step 3** Select “Download Certificates”.



**Step 4** If you are a current student or graduating cohort, who holds a valid Portal ID, please go to the next step. Otherwise, skip and go to Step 7.

**Step 5** For Foreigner who holds a valid Portal ID

Click on **“Portal ID”** and login with your Portal ID & password.

**Step 6** Go to **“Profile”** and link up your Portal ID with your social account. (This is to allow you to use your social login to retrieve your certificates after your Portal ID expires.)

**Profile**

Use MyInfo

Personal Information

Preferred Name

Person\_ID\_CEDDCGA

Email Address

linatan@mysf.com.sg

Contact Information



Select

Primary Contact

Country

Singapore

Number

Drag and drop the social media icon to link it to your MySkillsFuture profile



Preference Settings

Preferred Industries

Please select

Other Interests

Add your interest

Preferred Content. (Please drag and drop as you pick. Select in order of your preference with no. 1 being the most preferred.)



Courses



Assessments



Industry News



Contents



Events

Discard Changes

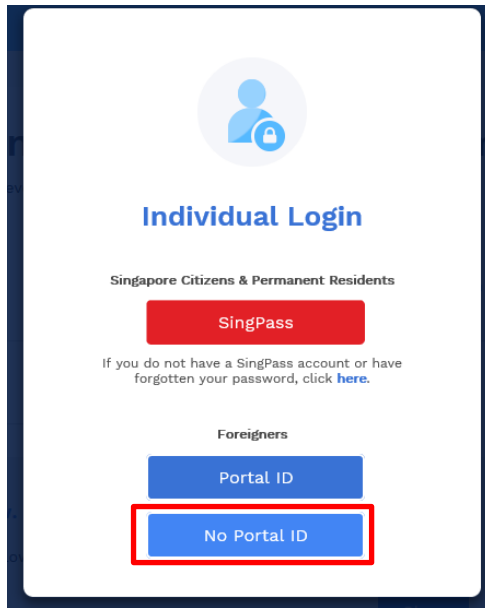
Save

Skip to Step 12.

**Step 7**

For Foreigner who has no Portal ID

Click on “**No Portal ID**”

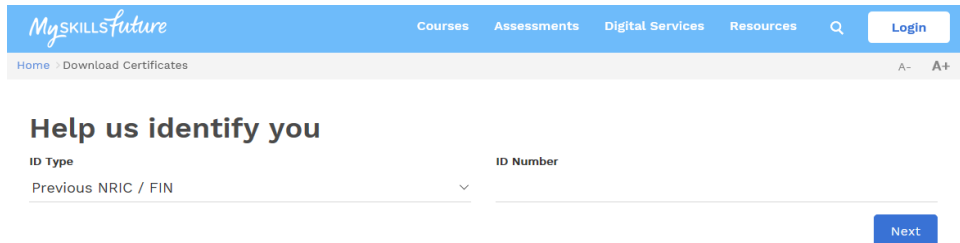
**Step 8**

Enter “**ID Types**”, “**ID number**” and click on “**Next**”.

**Note:**

For ID Types<sup>2</sup>:

- c. Select “**Previous NRIC / FIN**” for ex-Singaporean or FIN-holder
- d. Select “**Passport Number/Foreign ID**” for foreign passport or identification



<sup>2</sup> This should be the identification registered with the institution at the time of your study.

**Step 9**

**For Foreigners who have Not linked My SF portal to their Social Media Account**

Enter **“Date of Birth”, “Student ID / Matriculation Number”, “Institution”, “Captcha Characters”** and click on **“Find Cert”**.

Please verify with the following details to retrieve your certificates.

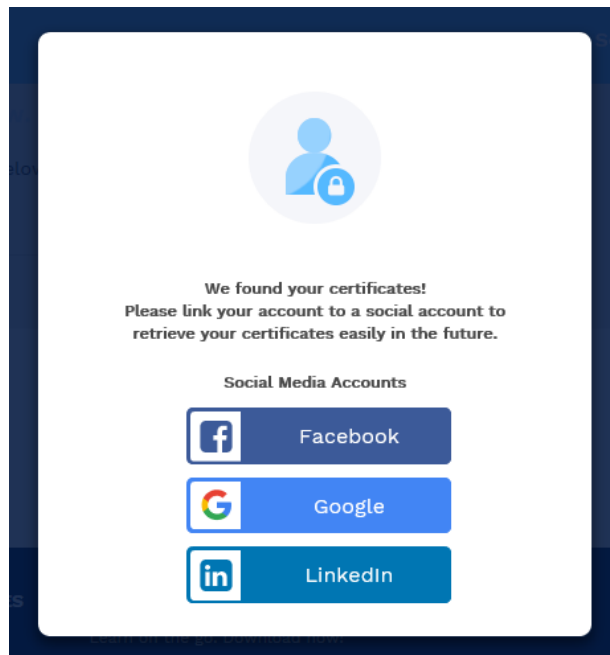
<b>ID Type</b> Previous NRIC / FIN	<b>ID Number</b> S0766854F
<b>Date of Birth</b>	<b>Student ID / Matriculation Number</b>
<input type="text"/>	<input type="text"/>
<b>Institution</b>	
<input type="text"/>	

Type the characters you see below.

Can't see the image? Click on the button below to refresh.

**Step 10**

Select the **‘Social media’** options to retrieve certificates. (This is to allow you to use your social login to retrieve your certificates subsequently.)

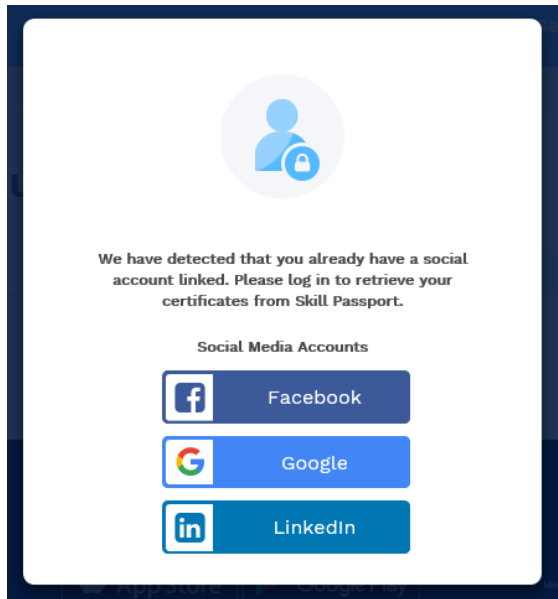


Skip to Step 12



**Step 11** For Foreigners who have previously **linked** My SF portal to their Social Media Account

Select the '**Social media**' option that was linked previously.



**Step 12** Go to "**Skills Passport**", and you will be able to view & download your certificates from the "**Certificates**" tab of the Skills Passport.

**Tips** : To view downloaded OpenCert, drag & drop it into the OpenCert Viewer (at <https://opencerts.io>).