

## **DOWNLOAD CERTIFICATES**

### **FOR FOREIGNERS ON MYSKILLSFUTURE (MySF) PORTAL**

---

Dear WSQ Trainee,

As part of the government efforts to go electronic/paperless, all downloads of Workforce Skills Qualifications electronic-certificates (e-Certs & OpenCerts) were moved to the MySkillsFuture (MySF) Portal. Your electronic certificates will be available for download on MySF Portal 14 working days after your training.

Singaporeans could self-help and access their WSQ electronic certificates by logging into the MySF Portal at [www.myskillsfuture.sg](http://www.myskillsfuture.sg) with their SingPass. The e-Certs can be found in the 'Certificates' tab of the trainee's Skills Passport upon login.

For foreigners who have no SingPass, please refer to the leaflet appended to download your WSQ digital certificates from MySF Portal at [www.myskillsfuture.sg](http://www.myskillsfuture.sg)

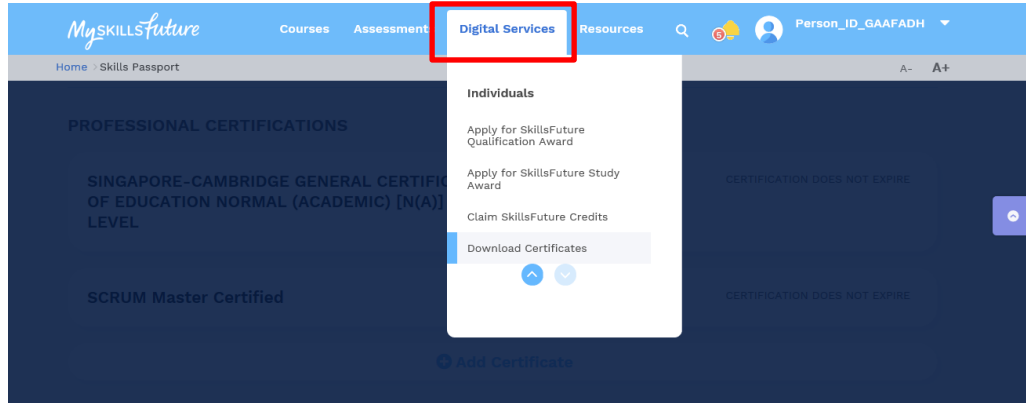
Thank you.

Your sincerely,  
Polwel Co-operative Society Limited

# Download of WSQ Certificates for Foreigners

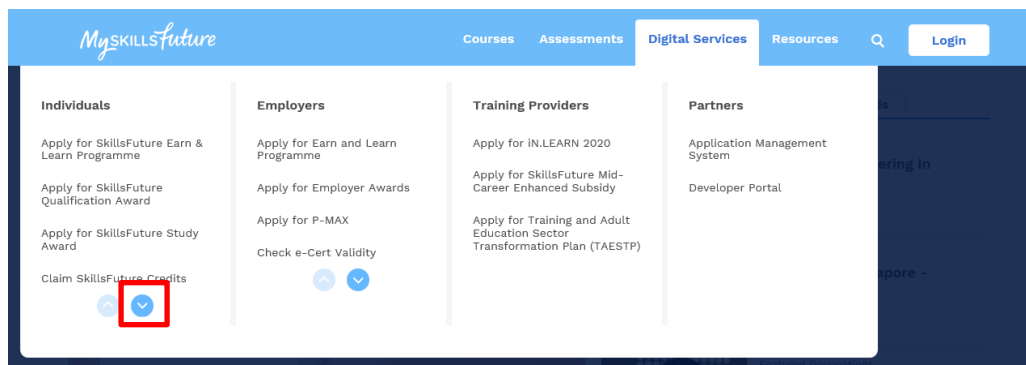
## Step 1

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



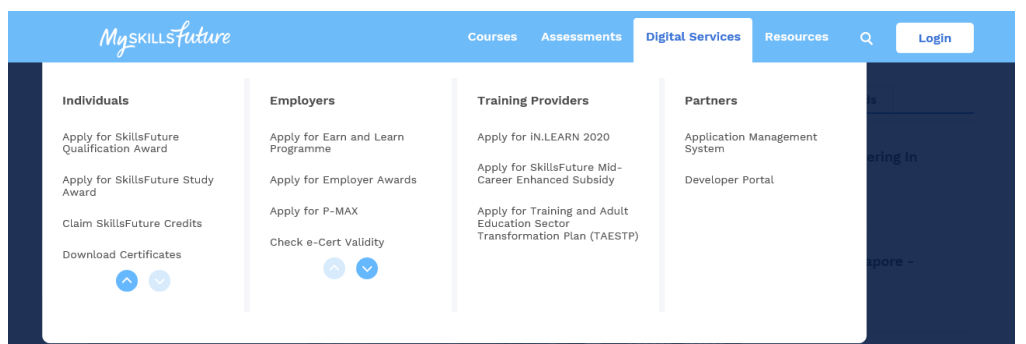
## Step 2

Under "Individuals Section", Search for "Download Certificates".



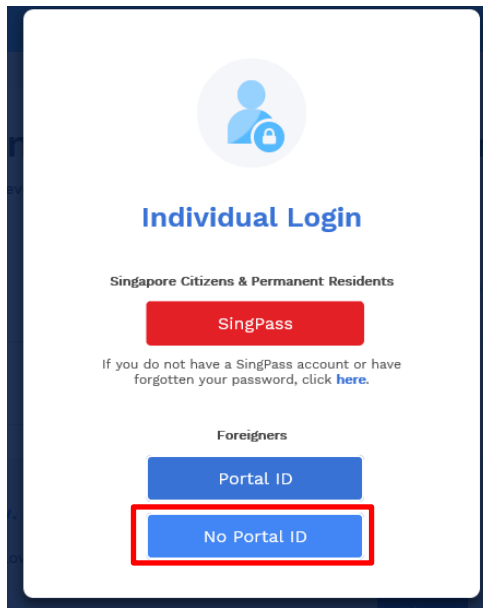
## Step 3

Select "Download Certificates".



**Step 4**

Click on “No Portal ID”

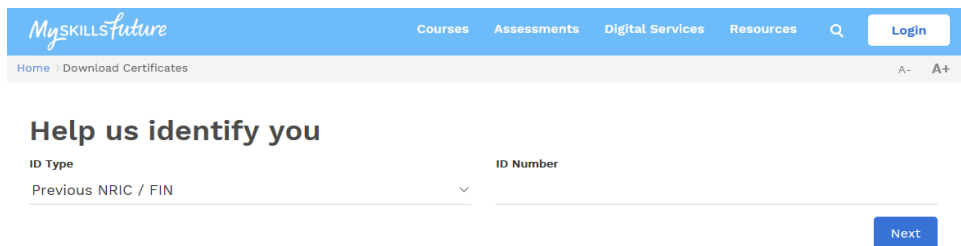
**Step 5**

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

**Note:**

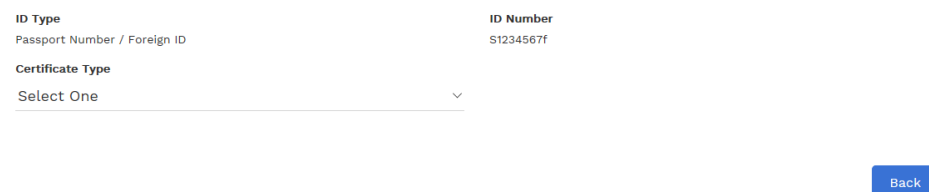
For ID Types<sup>1</sup>:

- 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”, [Assessment Centre’s UEN] in “Institution UEN”, Captcha characters and click on “Find Cert”.

**Certificate Information**

**ID Type**  
Passport Number / Foreign ID

**ID Number**  
S1234567f

**Certificate Type**  
WSQ Qualification

**Year of Attainment**

**Institution UEN** Search for Institution UEN [here](#)

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

35796

Clear

Back Find Cert

**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>).