



## INSTRUCTIONS FOR APPLICATION FOR FULL REGISTRATION

### A. Eligibility for Full Registration

1. Applicant must meet stipulated criteria to be eligible to apply for full registration:
  - a. Passed the OOB Supervisory Framework;
  - b. Have an offer of employment/currently employed as an optometrist/optician in Singapore; and
  - c. Be of good standing/reputation/character.
2. All applications must be submitted online via the [Professional Registration System](#) (PRS). Please ensure that you have read and understood the instructions before applying for registration.

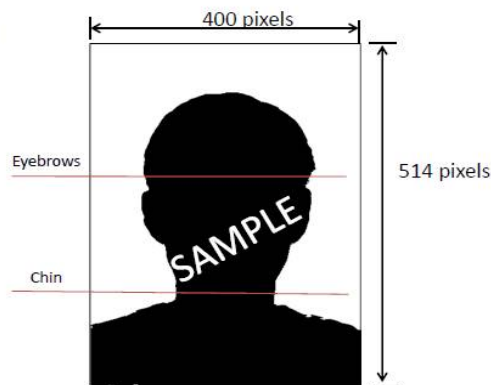
### B. Documents Required for Submission of Application

1. Before you proceed with the application online, please ensure that you have prepared the following:
  - a. A copy of NRIC for Singaporeans and Permanent Residents (PR) or **valid** Work Permit/ S-Pass/ Employment Pass/Dependant Pass (front and back) for foreigners;
  - b. A copy of **recent** passport size photograph, please refer to requirement below:

Specifications for photograph :

Your photograph image must be

- Sharp and clear, and taken within the last 3 months;
- The photo should be taken against white background;
- Preferably no white attire as it will not print out well on PC;
- Must be 400 by 514 pixels;
- The image of your face from the chin to the crown of your head should occupy at least 2/3 of your photograph;
- The photo is taken full face, with you front-facing, head straight and eyes open with no hair across and/or covering your eyes/ eyebrows;
- Please refer to our [requirements for passport photograph](#) for more details.



- c. Completed Form P1A for information on current/ prospective employer and current/ prospective supervisor. The form is available on under 'Form and Download'.
- d. Supervision Reports 'from the date of your logbook submission' to 'the day before the date of appointment for registration'.
- e. If your prospective employer is a new set-up company/ outlet, please support your submission with a BizFile. However, if you do not have access to the BizFile, please seek your management/ HR assistance to submit the BizFile to us directly.

### C. Additional Documents Required for Foreign Qualifications and/ or Overseas Practice Experience

*(Applicable to those who has passed the supervisory framework but did not apply for full registration earlier and continues further studies)*

#### Application for Additional Qualification

If you have graduated with a qualification that is approved under the [Schedule](#) by Optometrists and Opticians Board. You are required to submit an "application for additional qualification". Please refer to [Additional Qualifications](#) for more details.



## Optometrists & Opticians Board

16 College Road, #01-01 College of Medicine Building, Singapore 169854  
Tel: 6355 2533 Website: [www.oob.gov.sg](http://www.oob.gov.sg) Email: [enquiries@oob.gov.sg](mailto:enquiries@oob.gov.sg)

Any registered person who obtains a qualification in addition to the qualification of which he/she has been registered may apply to have that additional qualification entered in the Register of Optometrists/Opticians.

1. Application shall be accompanied by the following supporting documents and prescribed fee of \$50 per application (non-refundable):
  - a. Copies of the qualification certificate; and
  - b. Copies of the academic transcript (for e-transcript, kindly provide the university's link and all necessary details); and
  - c. Course overview is required if the qualification is not in the "recognised list" nor "displayable list" (hardcopy and website); and
  - d. Letter of Verification (please refer detailed explanation below);
  - e. Please note that any documents in foreign language shall be submitted together with the certified English translations and original copies of the documents.

You may refer to "[Display of additional qualification](#)" for more details.

### 2. Letter of Verification

Please arrange the conferring institution(s) to email a Letter of Verification (LV) **directly** to the Board at [enquiries@oob.gov.sg](mailto:enquiries@oob.gov.sg) using the conferring institution's official email or post the original LV to us.

LVs must be printed on the letterhead of issuing authorities/ conferring institutions and contain the following information:

- a. Name of graduate
- b. Date of entry into the programme
- c. Date of conferment/ year of completion
- d. Title being conferred
- e. Medium of instruction for the course

Or if online verification is available on the institution official website, applicant must email the verification link, grant access to OOB and provide the following details:

- a. Name of graduate (as printed in your qualification)
- b. Date of entry into programme
- c. Title of qualification conferred
- d. Other information necessary for verification

3. Please note that OOB shall not be responsible for any payments incurred by the applicant and/or interested parties arising from the request of LVs.

## C. Submission of Application

1. After you have prepared the required documents, you may submit your application online via [www.oob.gov.sg](http://www.oob.gov.sg) by logging into the [Professional Registration System](#) (PRS).
2. Label your supporting documents mentioned in Section B, then upload accordingly.



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3. You are reminded to be prudent and truthful when applying for registration with the Board. Any false statements will lead to your application being rejected or to the annulment of a registration already granted and may also render yourself liable to prosecution under the Optometrists and Optician Act.

### D. Applicable Fees

1. The prescribed application fee must be paid together with the application online. The application fee is non-refundable.

The following fees are applicable upon application for registration:

- a. Application fee - \$50
- b. Registration - \$200

2. Payment must be made by Credit/Debit Card (VISA and MasterCard only)

### E. Outcome of Application

1. We would only process the application upon successful receipt of payment and complete documentation.
2. The Board will take a minimum of 3-4 weeks to process a standard application.
3. If your application is approved, you will be receiving an email notification from the Board.

**IMPORTANT NOTE:** Applicant shall continue to practise under supervision pending the approval of your application if you are holding a Provisional Registration or shall not engage in any act of optometry or opticianry pending the approval of your registration. Any breaches would constitute to an offence and may have adverse implication to your application.

For clarification, you may contact the Secretariat at 6355 2533 or email to [enquiries@oob.gov.sg](mailto:enquiries@oob.gov.sg)