



**Tertiary Scholarships  
& Loans Service**  
Empowering Fiji's Future



# **GUIDELINE FOR TRAVEL & BOND CLEARANCE PORTAL**

## Guideline for Travel and Bond Clearance Portal

Travel and Bond Clearance Portal: <https://clearance.tsls.com.fj/>

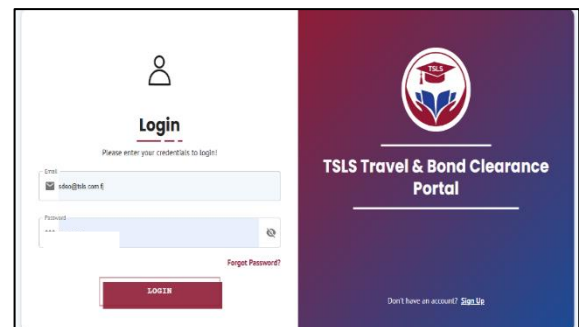
- Access to Portal via laptop, desktop or mobile

### 1. Signup Requirements

- Active Email Address

### 2. Sign Up Step

- Signup by entering email address
- Set up Password
- After signup, verification email will be sent
- Open the email and click “Verify Email”
- Once verified, return to Login Page and login into to the portal using email and password that was created.

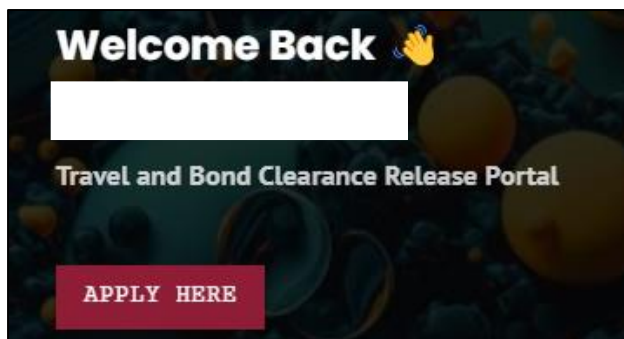


**Note: Verification will be one-off**

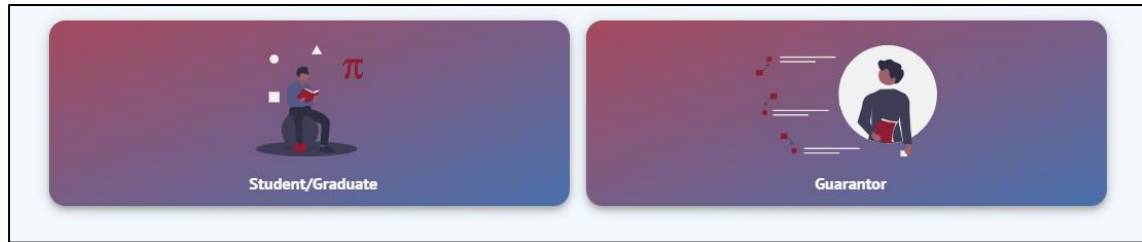
### 3. Users to have the required documents scanned and stored in the device in following acceptable formats before proceeding with application. If applying from mobile, can take photos.

- PDF
- JPG
- JPEG
- PNG

### 4. Users to Click on Apply Here and Click Next to Proceed with Application



5. Users to select if they are Student/Graduate or Guarantor to Proceed with application.



6. Student/Graduate - fill the personal details and click next

**Name:**

First Name \* Middle Name \*Optional Last Name \*

**Identification:**

TIN Number \* \*TIN number must be between 9 and 10 digits. Student ID \* Passport Number \*

Birth Registration Number \* Date of Birth \*

**Contact:**

Email Address \* selveen.deo@gmail.com Phone Contact \* \*Phone number must be exactly 7 digits.

7. Student/Graduate to Select Type of Request

- Travel Release - for Short Term Travels for following reason
  - ✓ Holiday
  - ✓ Business
  - ✓ Education
  - ✓ Medical
  - ✓ Sports
  - ✓ Duty Travel
  - ✓ Other
- Bond Clearance - if fully served or paid
- Repayment in Lieu of Bond Service - willing to repayment for not serving bond

## 8. Requirements for Travel Release - Student Graduate



- Passport Biodata Page (Mandatory)
- E-Ticket/Itinerary (Mandatory)
- Employment Letter/ Recent Payslip (If employed).
- Letter from Employer (If business travel).
- Leave letter from Employer (If employed).
- Signed Overseas Travel Bond Form (Mandatory)
- Guarantors Payslip/Bank Statements (Mandatory)
- Guarantors TIN/Joint Card (Mandatory)
- Guarantors Birth Certificate (Mandatory)
- Visa (Not Required for Visa on Arrival Countries)

## 9. Requirement for Bond Clearance

- Graduation Certificate (Mandatory) - If Graduate
- Academic Transcript (Optional)
- Employment Contract(s) or FNPF Statement (Mandatory)
- Passport Biodata Page or Birth Certificate (Mandatory)

**If any payment has been done under Accelerated Repayment Incentive (ARI), then submit the following documents:**

- Payment Evidence (If payment under ARI)
- Initial Contract (If qualified for ARI)

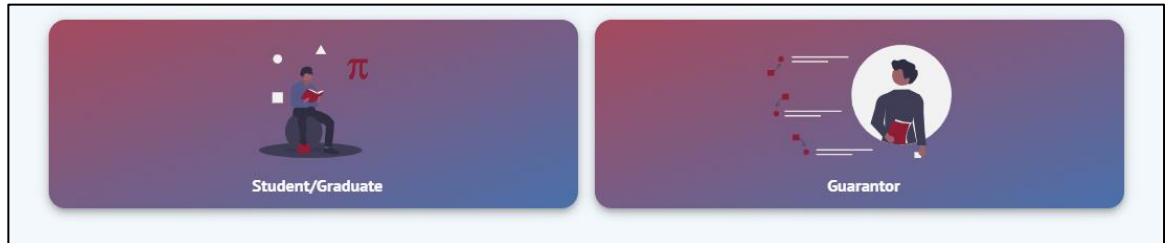
## 10. Requirements for Repayment in Lieu of Bond Service

- Evidence of any Payment Done - (Optional)
- FNPF Statement or Employment Contract (Optional)
- Sponsorship Details

Scheme Details:			
<input type="text" value="TSL Scheme"/>	<input type="text" value="Start Year"/>	<input type="text" value="End Year"/>	
<input type="text" value="Start Term"/>	<input type="text" value="End Term"/>	<input type="text" value="Sponsorship Status"/>	

## 11. Guarantor Temporary Travel Release

- Login and Click Apply Here

The image shows a registration form with the following sections:

- Name:** Three input fields for 'First Name \*', 'Middle Name' (with a small '\*Optional' note below it), and 'Last Name \*'.
- Identification:** Three input fields for 'TIN Number \*' (with a note '\*TIN number must be between 9 and 10 digits.' below it), 'Passport Number \*', and 'Date of Birth \*' (with a calendar icon).
- Contact:** Two input fields for 'Email Address \*' (with the example 'selveen.deo@gmail.com' below it) and 'Phone Contact \*' (with a note '\*Phone number must be exactly 7 digits.' below it).

- Select Guarantor and click next
- Guarantor to fill the Personal Details and click Next
- Select Travel Clearance
- Fill in the required details
- Attached following documents
  - ✓ Passport Biodata Page (Mandatory)
  - ✓ E-Ticket/Itinerary (Mandatory)
  - ✓ Temporary Travel Release Letter of Student
  - ✓ Visa (Not Required for Visa on Arrival Countries)

## 12. Requirement for Removal of Guarantors Name

- After Student/Graduate has returned from Overseas Travel, student is required to email on [clearance@tsls.com.fj](mailto:clearance@tsls.com.fj) advising TSLS that they have returned to Fiji.
- Student/Graduate to Attach the copy of Temporary Travel Release Letter in Email
- Upon Receipt of Email, TSLS will carry out necessary verification and liaise with Immigration for removal of name from Watch List.

## 13. Can Student(s)/ Graduate(s) Apply More than Once?

- Travel Clearance Yes, only if the travel date on the itinerary is different.
- Bond Clearance No, there can only be one application per student.
- Repayment in Lieu of Bond Service Yes, but one application within 24 hours.



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