GUIDELINE ON HOW TO KEY IN APPLICANT'S NAME ACCORDING TO THE PASSPORT'S MACHINE READABLE ZONE (MRZ)

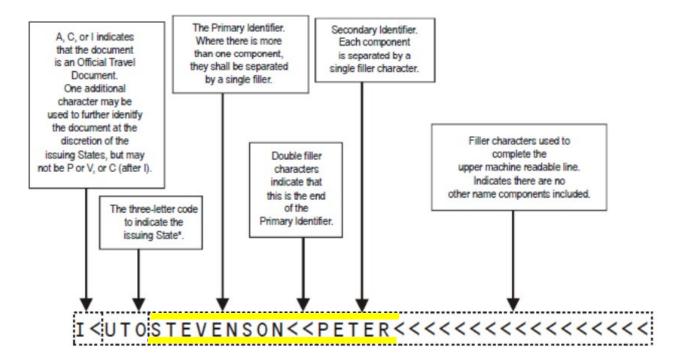## Name as in MRZ in the Passport

The machine-readable zone, MRZ, in the passport is located at the bottom of the photo page.

For the purposes of filling in the student Visa Approval Letter (VAL) applications, the applicant's name will need to follow the MRZ format.

The Name field in STARS forms is fully in line with the Immigration system format. Institutions will be requested to fill in only ONE name field that reflects the Machine Readable Zone (MRZ) of the passport. The Machine Readable Zone (MRZ) is the lowest section of the passport data page which contains information. For the purpose of student pass applications, we will only focus on the first line which contains the name of the student.

The general format that the MRZ uses is (as per the image above)
"LAST<NAME<<FIRST<NAME<ADDITIONAL<NAMES<<<<<"

The name is entirely upper case. Punctuation (like hyphens) are replaced with the filler character < The surname is given first, then the filler character twice (<<), then the remainder of given names. Separate names in the surname or given name are separated with the filler character < The filler character < pads out the field to fill the remaining characters. Suffixes (Jr, Sr, II, III, etc) are encoded as part of the last name, without punctuation.