Step 1: Access ICA website, select "Pass holder"

	ある	5	Go to sa	afetravel.ica.g	ov.sg		
脁	Singapore Citizen	*† +	Permanent Resident	ŧ\$	Pass Holder	积	Visitor
			3	1			
Step 2: S	elect and click "Institutes	of Higher Lear	rning"				
ica.g	ov.sg/reside/STP/apply						
nolo 🦻	Home - ServiceNo 🔇 Hor	me NTU Intran	😽 NTU Policy Portal	C Sign in to Concu	ır <mark> </mark> 🔇 Service/Applica	tion 🚾 Insurance (Coverage Lost and Found I
	- 00	complete adding th	to validity of this pass of whithin oc	uayo, whichever io one	vitor	dest's Dess scheme	
	• De • No a	ot include hands-on p place of business (su	practical occupational training and ich as a hair or beauty salon).	l/or industrial attachmer	at that involves interacting with	walk-in customers, or is co	onducted at premises that are also
	The requirer educational	ments and procedure	s for a Student's Pass differ sligh ck on the appropriate links below.	tly depending on the typ	be of educational institution in	which you intend to study. F	or more information on the type of
	• Ar	oproved Private Educ	cation Institutions				
	• F0	oreign System Schoo	Is				
	· G	overnment/Governme	ent-Aided/Independent Schools				
		stitutes of Technical E	Education				
	Ki ki	ndergartens and Chil stitutes of Higher Lea	arning				
		charge of Fighter Edu					

Step 3: Click "Apply Online"



- · The Registration Acknowledgement Letter from the school you plan to attend
- · Your travel document biodata page and birth certificate (if applicable)
- Your personal information, including the list of countries / places you have previously resided in, your educational background, employment history and financial support
- · Your parents', spouse's, and/or siblings' personal information (if applicable)
- · Your residential address and contact details in Singapore
- · Your email address
- · Your recent, passport-sized, digital, colour photograph taken within the last three months. Please refer to the photo guidelines for

Step 4: Click and select "Foreign Student"



Step 5: Fill up all the required information and click "Login".

ICA Website This service will take about 6 minutes to complete Please login using the information provided in the Registration Acknowledgement Letter from the school All entries must be made in English. For full name field, only certain Basic Latin characters will be accepted Please do not use the back or refresh buttons of the browser For outcome letters, please click on "View Application Status" in Main Menu.						
Student's Pass Application Number		Full Name (As appears in travel docur	nent)			
Sex Select Here	٠	Nationality/Citizenship Select Here	¢	Date of Birth		
Back					Login	

Note: For Nationality, please select "Chinese" for Hong Kong SAR / Macau SAR.

For full name, please follow your name in your passport, example below. For Swedish, the Swedish letter Å, Ä, Ö cannot be used in the application form. Please write Å as AA, Ä as AE and Ö as OE.



Step 6: Click submit eForm 16 and fill up the required information.



Note: Please provide a valid email and you may leave the contact and address details "blank" if you do not have the information.

Contact Information						
Email Address	Singapore Mobile Number	bile Number (if any)				
Please enter Email Address						
Residential Address in Singapore						
Postal Code	Block/House Number	Floor Number				

Please fill up NRIC/FIN number of your parents if they are Singaporeans or foreigners working or living in Singapore. Otherwise, leave it "blank".

Applicant's Father Residential Address

	O Singapore Citizen	Father's NRIC Number/FIN	
	Singapore Permanent Resident		
	Resident (Long Term Visit Pass/work pass/dependent's pass etc.)		
	O None of the above		
	Please select an option		
	Singapore Mobile Number		
	pplicant's Mother Residential Address		
A	pplicant's Mother Residential Address		
A	pplicant's Mother Residential Address Singapore Citizen	Mother's NRIC Number/FIN	
A	pplicant's Mother Residential Address Singapore Citizen Singapore Permanent Resident Resident (Long Term Vinit Page (work page (dependent's page etc.))	Mother's NRIC Number/FIN	
A	 pplicant's Mother Residential Address Singapore Citizen Singapore Permanent Resident Resident (Long Term Visit Pass/work pass/dependent's pass etc.) None of the above 	Mother's NRIC Number/FIN	
A	pplicant's Mother Residential Address Singapore Citizen Singapore Permanent Resident Resident (Long Term Visit Pass/work pass/dependent's pass etc.) None of the above Please select an option	Mother's NRIC Number/FIN	

Step 7: Download Form 16, sign and save a scan copy. Get ready the required documents (Photo file size does not exceed 2MB and travel document biodata in jpg format) and click "Next",

	-			
ICA Website				
Submit eForm	16			
	eForm 16	Document Listing Details	Document Repository Module	Confirmation
	Ø		0	
Document Req	uired			
Please upload all t	the required documents by 31 Aug 2022, otherwise this draft application will b	t deleted.		
ALAN TEO (Appl	icant)*			
S/No.	Document Type			
1	Form 16 Download Form 16			
2	Passport Size Photo			
3	Travel Document Biodata For sample illustration, click here			
Back				
				Next

Step 8: Upload the required document and click "Proceed".

Note: For travel document, please upload a clear image of full biodata page (first page of the travel document)

Promptof Door Ticks Phase soften a perspect start solver photograph which is taken written the test free number and against a writte background			Segurat Spicel Doctored
View ligitual Details			
Files (piceded Suzzer/Ally Cherge Plant)			
Marc Photo, pag			
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Please upload your travel document bioderapage			Negrind
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Form 16			
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			Count

Step 9: Verify the information and click "Submit" at the bottom of the page. Please note that amendment of the eForm 16 is not allowed once you click submit.

± 6

Step 10: Click "Make Payment" and select the relevant mode of payments (internet banking and credit/debit card)- for the processing fees of \$30.

ICA Website				
Submit eForm	16			
	eForm 16	Document Listing Details	Document Repository Module	Confirmation
	0		0	
Summary				
You have successful The application will Please proceed to m	lly completed the eForm 16. only be processed after the processing fee ake payment by 16 Mar 2022 , failing whic	: has been paid. h, you will need to resubmit the eForm 16.		
Go to Main				Make Payment

Step 11: ICA will take 5-10 working days to process your application. Some applications may take longer time to process. Select "View Application Status" to check the status of the application.

Note: Please check email regularly and upload any clarification document into ICA SOLAR System within 14 days of notification. Application outcome will be notified via email (look out ICA's email via Junk / Spam mailbox as well)



Step 12: Once the Student's Pass application has been approved, click "Print Outcome Letter" which is the IPA letter to be shown to the Immigration Officer upon your arrival at the Singapore checkpoint. Please do not proceed with Step 1 (Upload documents) if you have not arrived in Singapore.

ICA Website									
Important Notes 🛩	Important Notes 🗸								
 The Student's Pass Application has been approved in-principle. Please complete all the 3 Steps below within the validity of your In-Principle Approval (IPA) letter, or by stipulated date as stated, failing which will result in the withdrawal of the IPA. You can print a copy of the IPA letter under Print Outcome Letter. Any official translation of the documents is required if they are not in the English language. 									
Student's Pass Application Number	Studen's Pass Application Number Full Name Application Status Step 1: Step 2: Step 3: Upload Documents Make Payment Completion of Formalities								
		IPA (Pending Document Submission)	Upload Documents You are strongly encourage to complete at least 1 month before the IPA expiry date.	Make Payment You can make payment after Step 1 is successful.	Make Appointment You can make appointment after Step 2 is successful and no more than 1 month before course start date.				
Go to Main		Print Outcome Letter			Save as PDF				

Arrived in Singapore

Final Step:

Access ICA SOLAR system to complete the next 3 steps (upload documents, make payment and completion of formalities) for the COF

- 1. Access ICA's <u>SOLAR</u> system
- 2. Select "View Application Status"
- 3. Upload duly completed medical examination report (if applicable or for course duration more than 6 months) & terms and condition of Student's Pass
- 4. Submit COF documents for ICA's processing
- 5. Once ICA approves the documents, applicant will be notified via email to make payment for the issuing fee.
- 6. Make e-appointment

Note: Please check email regularly and upload any clarification document into ICA SOLAR System within 14 days of notification.

For <u>medical examination done overseas</u>, please ensure and upload complete set of medical examination report which includes the laboratory report for HIV and X-ray report:

- a) Student's information (as shown in the travel document) is correctly stated in the medical examination report and relevant laboratory reports.
- b) The overseas clinic's stamp is endorsed in the medical examination report
- c) Examining Doctor's name and date of medical examination done clearly stated
- d) Has official English translation of the medical report, if written in foreign language

For medical examination done in Singapore, please upload complete medical examination report which includes laboratory reports.

GUIDE - STUDENT'S PASS APPLICATION

ICA Website							
Important Notes 🛩							
 The Student's Pass Application has been approxed in-principle. Please complete all the 3 Steps below within the validity of your In-Principle Approval (IPA) letter, or by stipulated date as stated, failing which will result in the withdrawal of the IPA. You can print a copy of the IPA letter under Print Outcome Letter. Any official translation of the documents is required if they are not in the English language. 							
Student's Pass Application Number	Full Name	Application Status	Step 1: Upload Documents	Step 2: Make Payment	Step 3: Completion of Formalities		
		IPA (Pending Document Submission)	Upload Documents You are strongly encourage to complete at least 1 month before the IPA expiry date.	Make Payment You can make payment after Step 1 is successful.	Make Appointment You can make appointment after Step 2 is successful and no more than 1 month before course start date.		
Go to Main		Print Outcome L	etter		Save as PDF		

Important Note:

ICA will not entertain any e-appointment without the online completion of formalities (COF) for Student's Pass. Please ensure that your appointment date with ICA is before your social visit pass/ IPA expiry date, whichever is earlier.

If the e-appointment date is beyond the validity of social visit pass, please extend your social visit pass at ICA <u>website</u>. Overstaying is a punishable offence under the Immigration Act.