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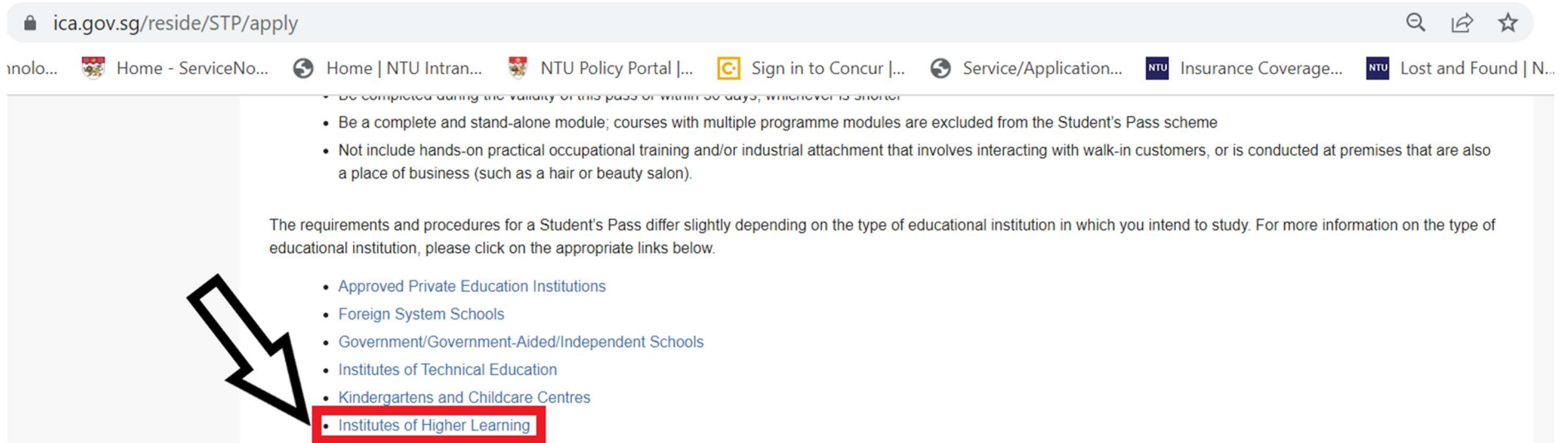

Step 2: Select and click "Institutes of Higher Learning"

Step 3: Click "Apply Online"

Step 4: Click and select "Foreign Student"

Step 5: Fill up all the required information and click "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 on "Submit eForm 16" and fill up the necessary information.
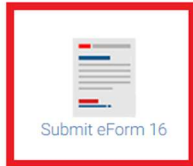
Note: Please provide a valid email, and if you do not have the contact and address details, you may leave those fields blank.

Please fill up your parents' NRIC/FIN number if they are Singaporeans or foreigners working or living in Singapore. If not, leave the fields blank.

Applicant's Father 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

Father's NRIC Number/FIN

_____

Singapore Mobile Number

Applicant'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

_____

Singapore Mobile Number

_____

Step 7: Download eForm 16, sign it and save a scanned copy. Prepare the required documents (Photo file size must not exceed 2MB and travel document biodata in JPG format), and click "Next" to continue.

Step 8: Upload the necessary documents and click "Proceed".

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

Step 9: Confirm the information and click "Submit" at the bottom of the page. Please note that once submitted, eForm 16 cannot be amended.

Step 10: Click "Make Payment" and select your preferred payment method (internet banking or credit/debit card) to pay the $45 processing fee.

Step 11: ICA will process your application within 1-2 weeks, but some applications may take longer. To check the status of your application, select "View Application Status".

Note: Please check your email regularly and upload any clarification documents to the ICA SOLAR System within 14 days of receiving the notification. Failure to respond to ICA's clarifications may lead to the withdrawal of the application. Application outcome will be notified through email. Please also check your Junk/Spam folder for any emails from ICA.
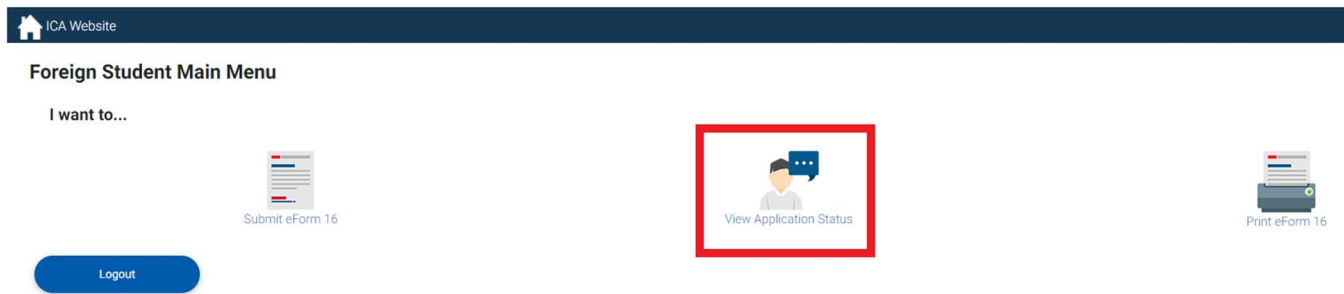
Step 12: Once the Student Pass application is approved, click on "Print Outcome Letter" to generate the IPA letter, which must be presented to the Immigration Officer upon arrival at the Singapore checkpoint.

Final Step:

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

1. Log in to the ICA's SOLAR system
2. Select "View Application Status"
3. Upload the fully completed medical examination report (if applicable or for courses more than 6 months) and the terms and conditions of the student Pass

For **medical examinations done overseas**, please ensure you upload the full set of medical examination reports (ICA prescribed medical examination form), including the laboratory report for HIV and the X-ray report:

a) The student's details (as shown in the travel document) are correctly stated in the medical examination report and relevant laboratory reports.
b) The stamp of the overseas clinic is endorsed on the medical examination report
c) The name of the examining doctor and the date of the medical examination are clearly stated
d) An official English translation of the medical report is provided if it is written in a foreign language

For **medical examination done in Singapore**, please upload the complete medical examination report, including the laboratory reports.

4. Submit COF documents for ICA's processing

   Note: Please check your email regularly and upload any clarification documents to the ICA SOLAR System within 14 days of receiving the notification. Incomplete documents will result in withdrawal of the IPA.

5. Once ICA approves the documents, the applicant will receive an email notification to make the payment for the issuing fee.
6. Make e-appointment

Booking of e-appointment

Important Note:

Completion of STP formalities is strictly by **appointment ONLY**; the ICA will not assist students who walk-in without a prior e-appointment. Please ensure your appointment with the ICA is scheduled before your social visit pass / IPA expiry date, whichever is earlier.

If the e-appointment date is after your social visit pass validity, you must extend your social visit pass through the ICA website. Overstaying is a punishable offence under the Immigration Act.