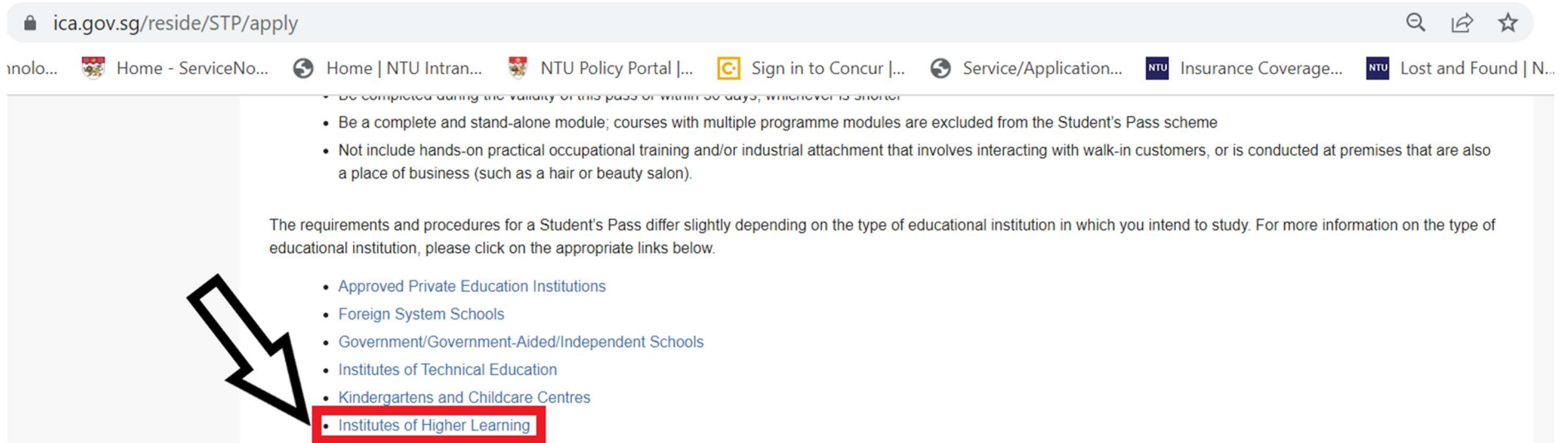


Step 1: Access [ICA website](https://www.ica.gov.sg), select "Pass holder"



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



### Step 3: Click “Apply Online”

The screenshot shows a web browser window with the URL [ica.gov.sg/reside/STP/apply/ihl](https://ica.gov.sg/reside/STP/apply/ihl). The page title is "Documents Required" with a warning icon. A blue button labeled "Apply Online" is highlighted with a white arrow. Below the button, the text reads: "You will need the following documents/ information to complete your Student's Pass application, please have them ready before you apply:"

- 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”

The screenshot shows the ICA website's "Apply for Student's Pass" page. The page title is "Apply for Student's Pass". Below the title, there is a brief description of the facility. Under the "Information Required" section, a list of requirements is provided. At the bottom of the page, there is a navigation menu with five options: "Foreign Student", "Payment", "Update Information (Travel Document)", "Update Contact Information (Email Address/SQ Mobile Number)", and "Cancellation of Student's Pass". A red arrow points to the "Foreign Student" option.

**Information Required**

- The Registration Acknowledgement Letter from the school
- Applicant's passport details
- Applicant's birth certificate (if applicable)
- Applicant's personal information, including the list of countries/places previously resided in, educational background, employment history and financial support
- Applicant's residential address, email address and contact details in Singapore
- Applicant's recent passport-sized colour photograph (taken within the last three months)
- VISA or Master Credit/Debit Card, American Express Card or Internet Banking Details.

New applications for a Student's Pass must be submitted at least one month and not more than two months before the commencement of the course. For more information on application of Student's Pass, please see [Frequently Asked Questions \(FAQs\)](#).



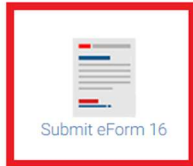
Step 6: Click on "Submit eForm 16" and fill up the necessary information.



ICA Website

### Foreign Student Main Menu

I want to...



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

#### Contact Information

Email Address	Singapore Mobile Number (if any)
<input type="text"/>	<input type="text"/>
<small>Please enter Email Address</small>	

#### Residential Address in Singapore

Postal Code	Block/House Number	Floor Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	Street Number	
<input type="text"/>	<input type="text"/>	

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

<input type="radio"/> Singapore Citizen	Father's NRIC Number/FIN
<input type="radio"/> Singapore Permanent Resident	_____
<input type="radio"/> Resident (Long Term Visit Pass/work pass/dependent's pass etc.)	
<input type="radio"/> None of the above	
<i>Please select an option</i>	
Singapore Mobile Number	

### Applicant's Mother Residential Address

<input type="radio"/> Singapore Citizen	Mother's NRIC Number/FIN
<input type="radio"/> Singapore Permanent Resident	_____
<input type="radio"/> Resident (Long Term Visit Pass/work pass/dependent's pass etc.)	
<input type="radio"/> None of the above	
<i>Please select an option</i>	
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.**



ICA Website

Submit eForm 16



**Document Required**

- Please upload all the required documents by **31 Aug 2022**, otherwise this draft application will be deleted.

ALAN TEO (Applicant)

S/No.	Document Type
1	Form 16 <a href="#">Download Form 16</a>
2	Passport Size Photo
3	Travel Document Biodata For sample illustration, <a href="#">click here</a>

[Back](#)

[Next](#)

If you encounter any problems with this e-Service, please email to [ICA\\_SIP@ica.gov.sg](mailto:ICA_SIP@ica.gov.sg) with a screenshot of the error message.

**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).**

**Passport Size Photo**  
Please submit a passport sized colour photograph which is taken within the last three months and against a white background.

[View Upload Details](#) [Upload Document](#)

**Travel Document Biodata**  
Please upload your travel document biodata page.

[View Upload Details](#) [Upload Document](#)

File Name	File Size	Status
bio-biodata	0.01MB	✓
bio-biodata	0.01MB	✓

**Form 16**  
Please do not sign the form 16 before uploading the document.

[View Upload Details](#) [Upload Document](#)

File Name	File Size	Status
afcaemh_763022-1214678900000.pdf	0.04MB	✓

[Proceed](#)

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



ICA Website

9Bz+KwplbmRzdHJlYX0KZW5kb2JqCnhyZWYKMCAzNQow... 1 / 3 | 67%

Form 16  
IMMIGRATION ACT  
APPLICATION FOR STUDENT'S PASS  
(REGULATION 14(2))

**PART A - Particulars of Applicant**

Foreign Identification Number (FIN) (if applicable)				
NIL				
Full Name in BLOCK LETTERS (Underline Surname)				
..				
Alias (if any)		Sex	Date of Birth (DD/MM/YYYY)	
NIL		MALE	01/01/2000	
Race	Religion (Denomination)	Nationality/ Citizenship	Province/ State of Birth	Country/Place of Birth
CHINESE	BUDDHISM	CHINESE	JOHORE	MALAYSIA
Expiry Date of Employment/ Dependent's Pass if any (DD/MM/YYYY)	Occupation, if any			Marital Status
NIL	NIL			SINGLE
Type and Serial No. of Travel Document Held			Expiry Date of Travel Document (DD/MM/YYYY)	
INTERNATIONAL PASSPORT / 1234567			13/04/2026	

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

ICA Website

Submit eForm 16

eForm 16      Document Listing Details      Document Repository Module      Confirmation

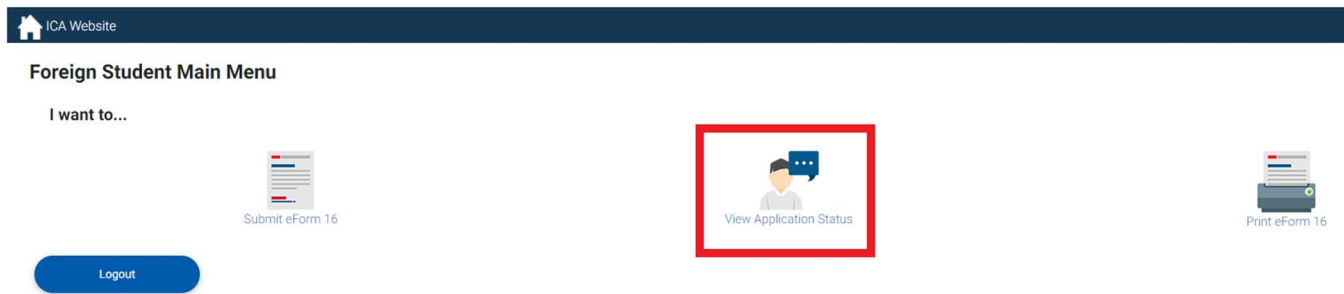
Summary

You have successfully completed the eForm 16.  
The application will only be processed after the processing fee has been paid.  
Please proceed to make payment by 16 Mar 2022, failing which, you will need to resubmit the eForm 16.

Go to Main      **Make Payment**

**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.**




# GUIDE - STUDENT'S PASS APPLICATION

ICA Website

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	Full Name	Application Status	Step 1: Upload Documents	Step 2: Make Payment	Step 3: Completion of Formalities
[REDACTED]	[REDACTED]	IPA (Pending Document Submission)	<a href="#">Upload Documents</a> You are strongly encourage to complete at least 1 month before the IPA expiry date.	<a href="#">Make Payment</a> You can make payment after Step 1 is successful.	<a href="#">Make Appointment</a> 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](#)

ICA Website

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.
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Student's Pass Application Number	Full Name	Application Status	Step 1: Upload Documents	Step 2: Make Payment	Step 3: Completion of Formalities
[REDACTED]	[REDACTED]	IPA (Pending Document Submission)	<a href="#">Upload Documents</a> You are strongly encourage to complete at least 1 month before the IPA expiry date.	<a href="#">Make Payment</a> You can make payment after Step 1 is successful.	<a href="#">Make Appointment</a> 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](#)

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

### View Application Status

#### 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.
- You will need to be vaccinated against COVID-19 if you are aged 13 and above (based on year of birth) in order to complete formalities for the pass issuance, unless you are medically exempted and certified by a Singapore doctor.

Student's Pass Application Number	Full Name	Application Status	Step 1: Upload Documents	Step 2: Make Payment	Step 3: Completion of Formalities
TU [REDACTED]	[REDACTED]	IPA	Completed	Completed	<div style="border: 2px solid red; padding: 5px;"> <p style="text-align: center;"><a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Make Appointment</a></p> <p style="font-size: small;">You can make appointment 1 day after Step 2 is successfully completed.</p> </div>

#### Offsite Enrolment

Please check with your school for details. You must bring a copy of the In-Principle Approval Letter, passport/travel document with a valid pass in Singapore and this payment proof for the fees paid in Step 2.

#### e-Appointment

For schools without offsite enrolment, please make an appointment for your completion of formalities at Level 4, ICA Building. You must bring a copy of the In-Principle Approval Letter, passport/travel document with a valid pass in Singapore. Completion of STP formalities is strictly by appointment only.

[Go to Main](#)
[Print Outcome Letter](#)
[Save as PDF](#)

### 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.