

The Student's Pass application is to be completed via Immigration & Checkpoints Authority (ICA) Singapore e-Services. NTU will assist to register your records with ICA. Please note that ICA has the following strict requirements on the display of your name:

- Use only English characters and name must match the passport exactly, with the exception of special characters.
- **DO NOT** include comma and other special characters in name except 'slash /' and 'hyphen -'
- Follow name order as shown in passport. If name not in a single line, order of name must be from top to bottom.
- Use name shown as 'correction' or 'additional name' printed in a different page of the passport, if applicable, instead of the name shown in biodata page.

**Dependent's Pass (DP) holder.** You are **not required** to obtain a Student's Pass for your study. However, **if your DP expires or is cancelled during the course of your study, you will need to contact [NTU Student One Stop Portal](#), to apply for a Student's Pass to continue your study.**

For records purpose, please provide your DP details [here](#).

Please read the complete application process (Step 1 to 7) very carefully before you start your application. Your Student Pass application will be delayed or not done timely if you do not follow any of the step. The process must be completed within the validity period of your In-Principle Approval Letter (IPA).

## Step 1 – View login details & prepare documents

- Get ready the following. You will need to upload them at ICA website when you apply.
  - **Coloured passport size photo** (taken within the last 3 months and against a white background)
  - **Scanned copy of passport biodata page** (in a clear image and passport must have a minimum of six months validity from date of arrival in Singapore. A blur image will result in ICA having to seek further clarification with you. This will delay the processing outcome.)
- **View login details at [Acceptance link](#) (27 May 2024 onwards or within 2 working days after acceptance, whichever is earlier. This serves the same purpose as the Registration Acknowledgement Letter indicated at ICA website.)**
- Notify [adm\\_intnl@ntu.edu.sg](mailto:adm_intnl@ntu.edu.sg) if login information is incorrect. Do not proceed till correction has been made.

## Step 2 – Submit eForm 16

- Login ICA website - <https://eservices.ica.gov.sg/solar/index.xhtml> - submit eForm 16
- Check that your programme and duration of study shown in eForm 16 is correct before you start. If you have requested for a change of programme, wait for the outcome as it will require you to submit a fresh application and pay the processing fee again. Notify [adm\\_intnl@ntu.edu.sg](mailto:adm_intnl@ntu.edu.sg) if the programme or duration of study is incorrect. **Students enrolled with a Second Major or Minor should note that your programme will be registered without the Second Major or Minor** (e.g. Computer Science with A Second Major in Business will be registered as Computer Science). This is to avoid you having to re-apply the Student's Pass should you decide to drop or change the second major or minor.
- It is mandatory for you to input your race in the eform 16. If you are unsure of the correct detail, input according to your nationality.
- Documents required for upload and the **deadline for uploading** will appear after clicking 'Next' button at the end of eForm 16. **If you fail to upload the documents by the deadline, ICA will delete your eForm 16.** You will need to email [adm\\_intnl@ntu.edu.sg](mailto:adm_intnl@ntu.edu.sg) to get a new application number and start from Step 1 again. The upload may include '**Birth Certificate**'. If required, an official English translation is needed to be submitted along with the scanned copy in its original language if not in English. ICA accepts translations
  - ✓ provided by the embassy of the document's country of origin or notarised by a notary public [or](#)
  - ✓ provided by notary public in Singapore or document's country of origin [or](#)
  - ✓ privately created attested by the embassy of the document's country of origin in Singapore or document's country of origin
- Click '**Download Form 16**' to print the completed eForm 16. You are required to sign on the last page of the downloaded form. **Check the information you have entered thoroughly, as inaccurate information will delay the processing and result in you not getting the approval in time for your study.** If you make mistakes in eForm 16, you are still able to correct it by clicking '**Back**' button at this stage. Please ensure you have provided true and accurate details and a **valid personal email** address (avoid providing a school email address that may be terminated when you are no longer their student). ICA will direct all future correspondences to the email address provided in the Form 16. ICA will not allow changes to the email address once Form 16 is submitted.
- Upload links for uploading will appear after clicking '**Next**' button. The uploading includes the signed copy of Form 16. You are **to upload all pages**.
- Click '**Proceed**' after uploading to the 'Confirmation page'. After confirmation, click '**Submit**' to complete the eForm submission.
- **No correction of information in Form 16 will be allowed after you have clicked the 'Submit' button.**
- Proceed to pay processing fee of SGD45 (non-refundable) by clicking the '**Make Payment**' link. For your records purpose, click on '**Save as PDF**' to save or print the acknowledgement page.

## Step 3 – Monitor Application Status

- Monitor your application regularly under '**View Application Status**' at <https://eservices.ica.gov.sg/solar/index.xhtml>
- **ICA may email you to submit clarification document(s).** Check your email regularly, including the junk folder. Such request needs to be completed **within 14 days of notification**. **Failing that, ICA will withdraw your application.**
- If you fail to complete ICA request and application has been cancelled by ICA, contact [adm\\_intnl@ntu.edu.sg](mailto:adm_intnl@ntu.edu.sg) to re-register your records with ICA and you will need to start from Step 1 with new login details and pay the processing fee again.
- ICA will take at least 2 weeks to process the application during the peak period – June & July.

### Step 4 – Print IPA (single entry visa) for travel

- You will be able to print the In-Principle Approval Letter (IPA) for your travel after your application has been 'approved in principle' and application status shown as 'IPA (Pending Document Submission)'.
- Click on '**Print Outcome Letter**' button to print your IPA. The IPA will serve as a single-entry visa for visa-required countries. You are **not required** to apply for a separate visa. **IPA has a validity period of 4 months** from the date of issue. **You must complete the whole process (till Step 7 below) within the validity period.** Your **FIN (Foreign Identity Number)** will be reflected in your IPA. Take note of the number for future use.
- Click on '**Upload Documents**' to download the documents you need to upload. There are 2 documents - 'Medical Examination Report' and 'Terms & Conditions of STP (T&C) – Applicant's acknowledgement & signature'. You need **only to download** 'Terms & Conditions of STP (T&C)' as the medical report will be auto generated after your health screening at NTU Fullerton Health. You may exit ICA website after downloading the file.
- **DO NOT upload any documents to the link as you are required to complete your health screening in Singapore.** Both items need to be uploaded at the same time. So, you are only able to upload after your medical report is ready. Refer to ICA website at <https://www.ica.gov.sg/enter-transit-depart> for details on entering Singapore.
- **Book your health screening appointment.** You will receive a personalised email notification on booking instructions from Fullerton Health ([fh.notification@fullertonhealth.com](mailto:fh.notification@fullertonhealth.com)) from May onwards. Health screening is strictly on an appointment basis. You will need to **complete the Health Screening Form (MC1) before you are able access the booking link.** You may complete MC1 first and access the link to book your appointment later if your travel plan is not finalised. Email Fullerton Health at [ntu@fullertonhealth.com](mailto:ntu@fullertonhealth.com) if need assistance to complete the booking. Health screening period - **1 July to 6 August 2024.**

### Step 5 – Complete after arrival in Singapore – upload documents at ICA portal

- **Complete Health Screening**
  - Report according to your appointment date/time after your arrival in NTU. Bring along your passport and IPA when you report.
  - NTU Fullerton Health will email to you your Medical Examination Report (MC2) form, required for upload at ICA portal, 3 working days from the date of visit/submission of all results. This will be sent from [fh.notification@fullertonhealth.com](mailto:fh.notification@fullertonhealth.com).
- **Upload Medical Report and 'Terms & Conditions of STP (T&C) – Applicant's acknowledgement & signature'**
  - Get ready soft copy of the signed 'Terms & Conditions of STP - Applicant's acknowledgement & signature' form downloaded from ICA website earlier (Step 4 above). All pages of the completed Terms & Conditions of STP (T&C) form must be included.
  - Logon to ICA website <https://eservices.ica.gov.sg/solar/index.xhtml>, go to '**View Application Status**' for the **upload** of the **Medical Examination Report received from NTU Fullerton Health** and the **signed Terms & Conditions of STP (T&C)**.
  - The application status will be reflected as '**IPA (Document Received)**' after successful upload.
- **Obtain a Singapore mobile number that is able to receive SMS**
  - This is required for the completion of Student's Pass formalities to retrieve your digital Student's Pass.
  - The number should be your permanent mobile number. Do not share the same number with your friends.
  - Do ensure that the mobile number you have provided is permanent and valid as ICA will not allow change of the phone number.
- **Ensure you hold a valid pass for your stay in Singapore until OSE. Overstaying is a punishable offence under the Immigration Act.** Check your Electronic Visit Pass (ePass) received from ICA through email upon your arrival in Singapore on the validity period you allow to stay in Singapore. **Apply for extension of your visit pass** at <https://eservices.ica.gov.sg/esvclandingpage/extend> if your Visit Pass does not allow you stay until ICA Off-Site Enrolment (OSE). Note that **your IPA is NOT a pass for your stay in Singapore.** It is only for travelling and completing student's pass formalities.

### Step 6 – Pay Issuance Fee & Complete Student's Pass Formalities at ICA Off-site Enrolment

- Monitor your application regularly under 'View Application Status' at <https://eservices.ica.gov.sg/solar/index.xhtml>
- If ICA has query on your upload, the application status will be shown as '**IPA (Pending Clarification)**'. Click on '**Upload Documents**' to answer clarification questions and/or upload clarification documents. Such **request needs to be completed within 14 days** of notification. **Failing that, ICA will withdraw your IPA.** You will need to start from Step 1 to apply for your Student's Pass if this happens.
- The application status will reflect as '**IPA (Pending Issuance Fee)**' after ICA has accepted your upload.
- Click on '**Make Payment**' to pay the Issuance Fee. Save a copy of the e-Receipt for use at OSE. The **payment must be made within 7 days** after the uploaded documents is approved by ICA. **Failing that, ICA will withdraw your IPA.** You will need to start from Step 1 again. If you missed printing the e-Receipt, you may check your payment status under 'Enquiry Payment History'. Click on '**Save as PDF**' to save or print the payment history.
- Check your application status one day after you have made the payment of issuance fee. The application status will show as '**IPA**'. Steps 1 and 2 will show as 'Completed'. In Step 3,
  - If '**Make Appointment**' link is enabled, you are required to book an appointment to complete your Student's Pass formalities. **DO NOT click on the link to book appointment** as ICA will conduct Off-site Enrolment (OSE) in NTU. **Completion of Student's Pass formalities is strictly through OSE only. OSE will be conducted from 12 – 16 August 2024.** You will receive details on booking an appointment from the Office of Admissions or One Stop @ SAC closer to the OSE date. **If you missed OSE, write in to Ask One Stop for procedures to complete the formalities.**
  - If shown as '**You are exempted to report to ICA for the completion of formalities**', you are not required to report on OSE. You will receive a login email from ICA ([no-reply@file.gov.sg](mailto:no-reply@file.gov.sg)) on your digital pass issuance. See Step 7 below (point 3 onwards) on action to be taken.

## Step 7 – Issuance of Digital Student's Pass

- Book appointment when receive notification from One Stop @ SAC or Office of Admissions.
- Upon successful completion of formalities on your appointment date at OSE, you will receive login email from ICA within 1 week\* from [no-reply@file.gov.sg](mailto:no-reply@file.gov.sg).
- When you receive the email, click '**Open in FileSG**' in the email. Enter the **Transaction ID** given in the email. Click '**Submit**' and choose to login without Singpass.
- Enter your **FIN, date of birth** and a **one-time password** that will be sent to the mobile number you have provided to ICA.
- You will see your digital pass after login. Download copy of the digital pass in PDF or [OpenAttestation \(OA\) format](#).

\* If you complete the formalities at ICA Building, you will receive the email within the same day you complete the formalities.

## Step 8 – Action after receiving digital Student's Pass

- Obtaining a valid Immigration pass is one of the Conditions of Admission. You are required to **provide Student's Pass details** at [https://wis.ntu.edu.sg/pls/webexe/ADM\\_STUDENT\\_PASS\\_ACK.login](https://wis.ntu.edu.sg/pls/webexe/ADM_STUDENT_PASS_ACK.login) for verification purpose.
- **Register for Singpass.** ICA requires you to update your address in Singapore within 14 days after the change. This will include when you change your hall address if you are staying on campus. You will need Singpass to report the change at <https://eservices.ica.gov.sg/esvclandingpage/ecoa>.
- You are also responsible **to inform ICA when there is a change in your passport** within 14 days at <https://eservices.ica.gov.sg/ipsolarplus/web/eupdate>.

### Note:

Withdrawal of Student's Pass application - After you have submitted eForm 16, you may withdraw your application at any stage of the application if you decide not to study in NTU. Follow the steps below:

1. Login <https://eservices.ica.gov.sg/solar/index.xhtml>
2. Select the "Foreign Student" icon
3. Enter all mandatory fields and click [Login]
4. Select the "Withdraw Application" icon
5. Click [Withdraw Application]
6. Click [OK]

Please note, once the application is withdrawn, it cannot be reinstated. All processing fees paid are strictly non-refundable. If you change your mind or make a mistake in clicking this button, you will need to contact us for a new Student's Pass Application Number and start your application from Step 1 and, you will have to pay the processing fee again.