All international students must hold a valid Student’s Pass issued by the Singapore Immigration & Checkpoints Authority (ICA) for their studies at NTU.

**Dependant’s Pass Holder** is also required to apply for a Student’s Pass. The student may opt to be issued with a Letter of Consent (LOC) to study in NTU. He/She must indicate his/her intention in writing to Singapore Immigration & Checkpoints Authority (ICA). The student must submit to ICA the letter indicating his/her intention to be issued with a LOC, a copy of the eform 16 and a copy of his/her passport’s particulars page. The documents can be submitted to ICA at the Student’s Pass Unit or sent to ICA by post.

**Applicants are required to ensure that they remain in Singapore on a valid pass at all times. Overstaying is a punishable offence under the Immigration Act**

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**On-line Application (eForm 16)**

You are required to submit the eForm 16 prior to your departure for Singapore.

This can be done by logging into the Student’s Pass On-Line Application and Registration (SOLAR) at the ICA website at [http://www.ica.gov.sg](http://www.ica.gov.sg) under E-Services.

You must have the following information ready –

- SOLAR application number and other details that you need to log into the SOLAR system will be available online from 10 June 2013 under “Student’s Pass Application” at the ‘Acceptance Link’ at [https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login](https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login) after you have obtained your matriculation number.

- NRIC/FIN of parents if your parents are Singaporeans or foreigners who are working or living in Singapore

- a Singapore address and contact details - if unavailable, please use:

<table>
<thead>
<tr>
<th>STUDENT AFFAIRS OFFICE</th>
<th>Fill in as Residential Address in Singapore in eform 16</th>
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<tbody>
<tr>
<td>Nanyang Technological University</td>
<td></td>
</tr>
<tr>
<td>42 Nanyang Avenue</td>
<td>House No. 42</td>
</tr>
<tr>
<td>Student Services Centre, Level 6</td>
<td>Street Name Nanyang Ave, Student Services Centre</td>
</tr>
<tr>
<td>Singapore 639815</td>
<td>Floor No. 06</td>
</tr>
<tr>
<td></td>
<td>Unit No. 00</td>
</tr>
<tr>
<td></td>
<td>Postal Address 639815</td>
</tr>
</tbody>
</table>

- your email address
- a passport photograph -
  - be taken within the last three months
  - be taken against a white background
  - show the full face and be taken without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide facial features)

A processing fee of S$30/- is payable. Payment is online via SOLAR by credit/debit card or internet banking only. Please ensure the fee is paid. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission.

**Please refer to [http://www.ica.gov.sg](http://www.ica.gov.sg) for the list of countries where a visa is required to enter Singapore.**

Applicants from entry visa needed countries - the processing time is 10 working days. Some applications may take a longer time to process.

All other applicants - the processing time is within 5 working days. Some applications may take a longer time to process.
Completion of formalities and Collection of Student’s Pass is strictly by appointment

- **At Off-Site Enrolment (OSE) in NTU by ICA** - you are advised to strictly keep to the appointment date. The venue and appointment date will be given to you upon your arrival in NTU at the International Student Centre (ISC).

- **At ICA** - if you should miss the appointment date for OSE, you are required to call in person at the Visitor Services Centre, ICA Building, Level 4, Kallang Road. The completion of formalities is strictly by appointment only – using e-appointment facility at ICA website to select your preferred date and time. **Before the date of the e-appointment, please collect the In-principle Approval (IPA) Letter, endorsed with NTU stamp from Student Affairs Office, Level 6, Student Services Centre.**

Applicants are required to furnish the following documents for completion of formalities:

1. **The In-principle Approval Letter (IPA), endorsed with NTU stamp.**

   **Applicants from entry visa needed countries**

   Prior to your departure, a copy of the In-principle Approval (IPA) Letter for Student’s Pass cum the single-journey entry visa will be sent by email to you for your use to enter into Singapore. **You must collect the original In-principle Approval (IPA) Letter, endorsed with NTU stamp, at the Off-site Enrolment (OSE) in NTU for completion of formalities for the issuance of a Student’s Pass. The venue and appointment date will be given to you upon your arrival in NTU at the International Student Centre (ISC).**

   **All other applicants**

   You will collect the original In-principle Approval (IPA) Letter, endorsed with NTU stamp, at the Off-site Enrolment (OSE) for completion of formalities for the issuance of a Student’s Pass in NTU. The venue and appointment date will be advised when you report for NTU registration at International Student Centre.

2. The student’s valid passport. A copy of the passport particulars page must be submitted.
3. Student’s Pass and Disembarkation & Embarkation Card issued to you while you were studying at your former institution (if you have not returned these items to ICA).
4. The Disembarkation & Embarkation Card granted on entry into Singapore. If you are currently residing in Singapore on other long term passes, you are required to bring along that pass.
5. The printout of Form 16 submitted through SOLAR – must be **signed**.
7. One recent colour passport-sized photograph -
   - Photograph image must be taken within the last three months
   - Photograph taken against a white background with a matt or semi-matt finish
   - Photograph image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must clearly show your face
8. The copy of receipt on payment of the Issuance/multiple-entry visa fees.

**Medical Examination**

You are required by the Immigration & Checkpoints Authority (ICA) to undergo the Human Immunodeficiency Virus (HIV) test and Chest X-ray to exclude Tuberculosis for the issuance of Student’s Pass. The Medical Report (Student’s Pass) Form (MC2) and medical examination appointment details will be given to you upon your arrival in NTU at the International Student Centre (ISC).

**Issuance fee/Multiple-entry visa fee**

Please check your application status via SOLAR System. When your application has been approved, you are required to pay the issuance fee and multiple journey visa fee (where applicable) online via ICA SOLAR system (by credit/debit card or Internet banking). **Please print and produce the payment status page at OSE** [see “sample” below].

- S$60 issuance fee for every student’s pass issued
- S$30 multiple-entry visa fee for visa required nationals, where applicable.

To obtain the payment status page, please login in to ICA Solar System → Click “Student” → Click “Enquire Payment History”

<table>
<thead>
<tr>
<th>S/No</th>
<th>Solar Application No.</th>
<th>Student’s Name</th>
<th>Description</th>
<th>Amount</th>
<th>Date Paid</th>
<th>Payment Mode</th>
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**Student’s Pass Online Application & Registration (SOLAR)**

**ENQUIRY RESULT(S) : LIST OF CREDIT/DEBIT CARD PAYMENT(S)**