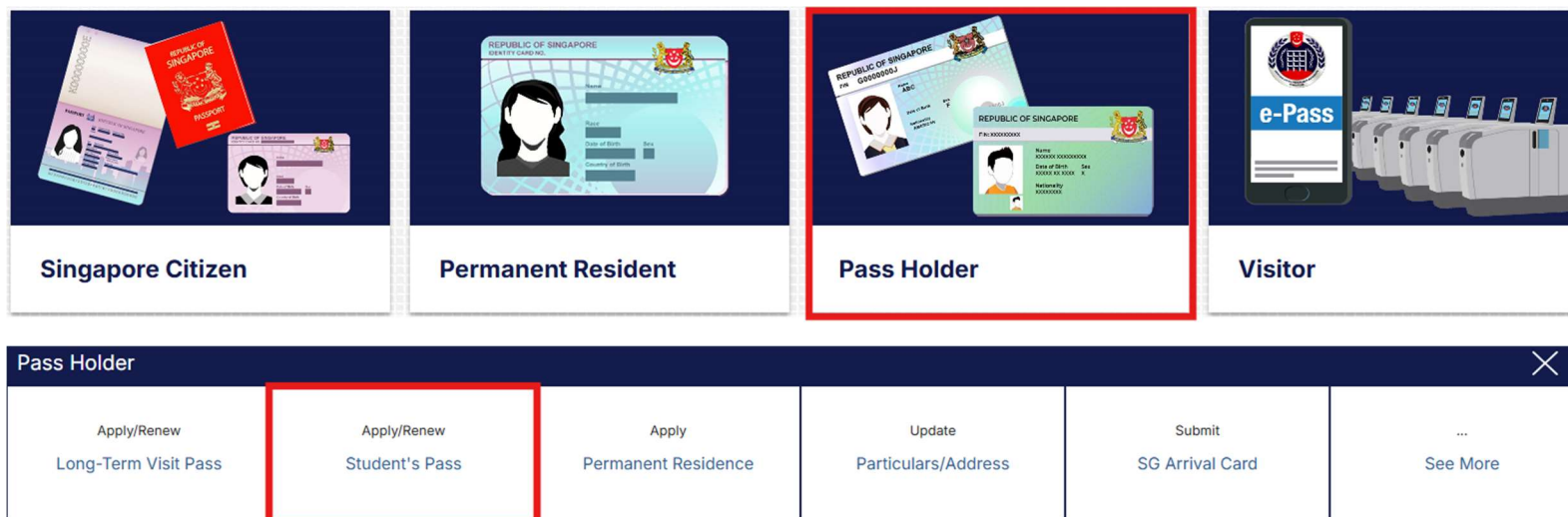
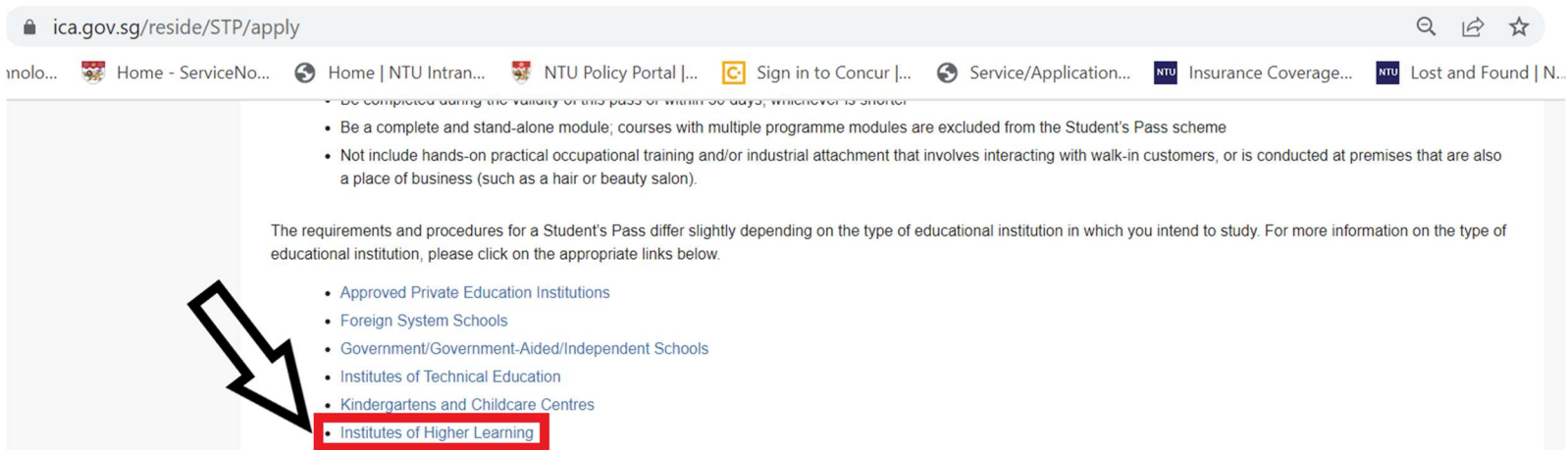


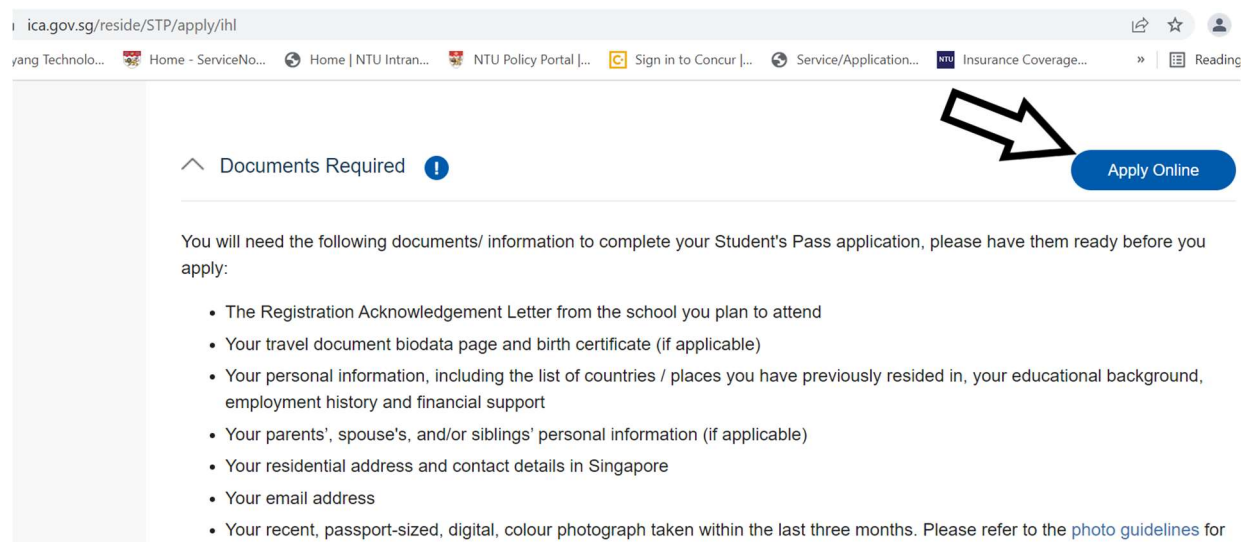
Step 1: Access [ICA website](#), select “Pass holder” followed by “Student’s Pass”



Step 2: Select and click “Institutes of Higher Learning”



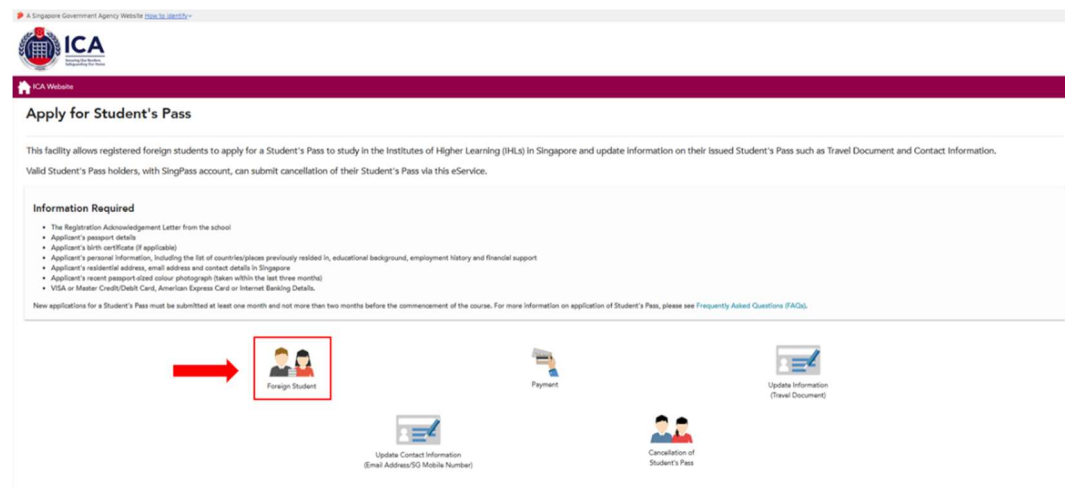
Step 3: Click “Apply Online”



The screenshot shows the ICA website interface. At the top, there is a navigation bar with links like 'Home - ServiceNo...', 'Home | NTU Intran...', 'NTU Policy Portal |...', 'Sign in to Concur |...', 'Service/Application...', 'Insurance Coverage...', and 'Reading'. Below the navigation bar, there is a section titled 'Documents Required' with an information icon. A large white arrow points to the 'Apply Online' button. Below this, a list of required documents is provided:

- 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 interface for applying for a Student's Pass. The page title is 'Apply for Student's Pass'. Below the title, there is a brief description of the facility. A section titled 'Information Required' lists the documents and information needed for the application. At the bottom, there is a flowchart with five steps: 'Foreign Student', 'Payment', 'Update Information (Travel Document)', 'Cancellation of Student's Pass', and 'Update Contact Information (Email Address/SG Mobile Number)'. A red arrow points to the 'Foreign Student' step, which is highlighted with a red border.

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 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

e.g. NU-YYYY-00000000012345

Full Name (As appears in travel document)

Sex

Select Here

Nationality/Citizenship

Select Here

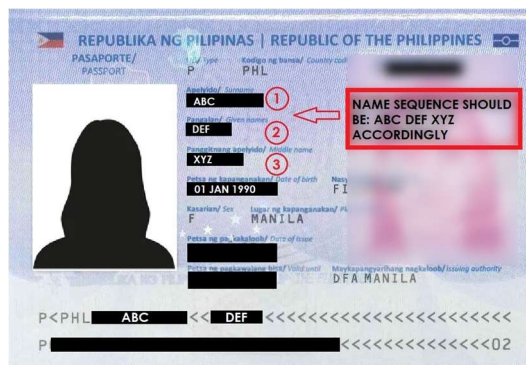
Date of Birth

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.



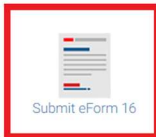
Step 6: Click submit eForm 16 and fill up the required information.



ICA Website

Foreign Student Main Menu

I want to...



Logout

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 (if any)

|

Please enter Email Address

Residential Address in Singapore

Postal Code

Block/House Number

Floor Number

Unit Number

Street 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

<input type="radio"/> Singapore Citizen <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 <small>Please select an option</small>	Father's NRIC Number/FIN _____
Singapore Mobile Number _____	

Applicant's Mother Residential Address

<input type="radio"/> Singapore Citizen <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 <small>Please select an option</small>	Mother's NRIC Number/FIN _____
Singapore Mobile Number _____	

Step 7: Download eForm 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

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 Download Form 16
2	Passport Size Photo
3	Travel Document Biodata For sample illustration, click here

[Back](#)
[Next](#)

If you encounter any problems with this e-service, please email to ICA_3111@ica.gov.sg with a screenshot of the error message.

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)

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

View Uploaded Details
File Uploaded Successfully: [View Details](#)
alan-Photo.jpg

Travel Document Biodata
Please upload your travel document biodata page.

View Uploaded Details
File Uploaded Successfully: [View Details](#)
alan-Photo.jpg 0.03 MB ✓
Bio-Data.jpg 0.03 MB ✓

Form 16
Please duly sign on the Form 16 before uploading the document.

View Uploaded Details
File Uploaded Successfully: [View Details](#)
eForm16_TN-0025-124567890101.pdf 0.04 MB ✓

Proceed

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.



ICA Website

9Bz+KwplbmRzdHJlYW0KZW5kb2JqCnhyZWYKMCAzNQow... 1 / 3 | 67% + | [Icons]

Form 16
IMMIGRATION ACT
IMMIGRATION REGULATIONS
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/ Dependant'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 the relevant mode of payments (internet banking and credit/debit card)- for the processing fees of \$45.

The screenshot shows the ICA Website header. Below it, the 'Submit eForm 16' section features a progress bar with four steps: 'eForm 16', 'Document Listing Details', 'Document Repository Module', and 'Confirmation'. The 'eForm 16' step is currently active. Below the progress bar, a 'Summary' box contains the following text: '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.' At the bottom of the page, there are two buttons: 'Go to Main' and 'Make Payment'. The 'Make Payment' button is highlighted with a red rectangular box.

Step 11: The processing time for application by ICA is within one week (and within two weeks if Visa is required) (excluding the date of submission). 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).

The screenshot shows the ICA Website header. Below it, the 'Foreign Student Main Menu' section displays the text 'I want to...'. There are three main options represented by icons: 'Submit eForm 16', 'View Application Status', and 'Print eForm 16'. The 'View Application Status' option is highlighted with a red rectangular box. Below these options, there is a 'Logout' button.

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.

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)	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](#)

Step 13: Access [ICA SOLAR system](#) to complete the next 3 steps (upload documents, make payment and completion of formalities).

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)	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](#)

1. Access ICA's [SOLAR](#) 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 for ICA's processing
4. Once ICA approves the documents, applicant will be notified via email to make payment for the issuing fee.
5. Make e-appointment

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

For medical examination done overseas, please ensure and upload complete set of medical examination report (ICA prescribed medical examination form) 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.

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>Make Appointment</div> <p>You can make appointment 1 day after Step 2 is successfully completed.</p>

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**, ICA will not entertain students who walk-in without any e-appointment. 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 [website](#). Overstaying is a punishable offence under the Immigration Act.