

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 Pass (DP) holder. You are **not** required to obtain a Student's Pass for your studies. However, **if your DP is expiring within the next six months and you need to apply for a Student's Pass thereafter, you should proceed with the application now.** If your DP is cancelled or expires during your course of study, you will need to contact [Ask One Stop](#) to apply for a Student's Pass to continue your studies.

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

Please read the complete application process (Step 1 to 7) before you start your application. 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 blurred image will result in ICA needing to seek further clarification from you. This will delay the processing outcome.)
- **View login details at Acceptance link** (**26 May 2025** 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 if login information is incorrect. **Do not proceed till correction has been made.**

Step 2 – Submit eForm 16

- Log in ICA website - <https://eservices.ica.gov.sg/solar/index.xhtml> - submit eForm 16. Read the instructions for completing the eForm 16 [here](#).
- 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 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 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.** If you realised mistakes after clicking the 'Submit' button, email ICA or adm_intnl@ntu.edu.sg for assistance, **DO NOT** click the '**Withdraw**' button on the ICA portal. Clicking 'Withdraw' button will withdraw your admission to NTU.
- 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 which, 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 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.
- Note that 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 & download documents for upload

- **Print In-Principle Approval Letter (IPA)**
 - 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.
- **Download Documents for upload)**
 - Click on '**Upload Documents**' to download the documents you need to upload. There are 2 documents –
 1. Medical Examination Report;
 2. Terms & Conditions of STP (T&C) – Applicant's acknowledgement & signature.
 - You should complete and upload the two documents as soon as possible. As ICA takes time to process your submission, you should finish **10 days** before the start of ICA Off-site Enrolment (OSE) at NTU, ensuring you have ample time to pay the processing fee to attend OSE. **OSE will be conducted from 7 to 8 August, 11 to 14 August and 18 to 20 August 2025.** You should **complete health screening and upload the medical report by 28 July 2025** unless you receive a late offer,
 - For **medical examination done overseas**, please ensure
 - a) Your information (as shown in the passport) is correctly stated in the medical examination report.
 - b) The overseas clinic's stamp is endorsed in the medical examination report.
 - c) Examining Doctor's name and date of medical examination (no more than 3 months ago) done clearly stated.
 - d) Laboratory report may be requested by ICA for clarification.
 - e) Official English translation of the medical report is needed, if written in foreign language.
 - To **complete health screening in Singapore at Fullerton Health @ NTU**, you will receive notification from Fullerton Health (fh.notification@fullertonhealth.com) on the booking instructions from May onwards. Please follow the instructions to book the appointment. Health screening is strictly by appointment basis. Email Fullerton Health at ntu@fullertonhealth.com if need assistance to complete the booking.

Step 5 – Upload documents at ICA portal & Pay Issuance Fee

- **Get ready Medical Report**
 - Ensure you **do not** upload a blank Medical Examination Report.
 - For medical examination done overseas, please **upload the completed ICA's prescribed Medical Examination Report form along with the relevant laboratory reports on HIV and X-ray tests.** Save all pages in a single file. Incomplete or medical report that does not meet the requirements will result in the IPA been withdrawn by ICA.
 - For medical examination done in Fullerton Health @ NTU, you will **receive your Medical Examination Report for upload via email** within 3 working days from the date of visit/submission of all results. This email will be sent from fh.notification@fullertonhealth.com.
- **Get ready 'Terms & Conditions of STP – Applicant's acknowledgement & signature'**
 - Complete the downloaded '*Terms & Conditions of STP (T&C)*' form. Please refer to the following guide when completing the form.
 - Save the completed form as a soft copy for uploading.

7. This STP is issued to you based on the information provided vide application _____ for which you have truthfully declared to be so or for which you had consented for a proxy to submit on your behalf and are fully aware of the information so provided by your authorised proxy. You are required to notify ICA of any change in your passport particulars.

Enter your Application ID shown in your IPA (starting from IHL-)

17. This STP is issued to you on the condition that the Terms & Conditions mentioned above are complied with. Under regulation 40(2) of the Immigration Regulations, any person who without reasonable cause contravenes or fails to comply with any condition imposed in respect of or any direction endorsed on any pass or permit shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 6 months or to both.

I have read and agreed to the **Terms & Conditions of Issue** specified above.

Application ID : _____

Signature : _____

Name : _____

Date of Birth : _____

Nationality/Citizenship Travel Document No. : _____

Contact Number : _____

Residential Address : _____

Date : _____

Same number you entered at item 7 above.

You must sign here

Enter your Nationality / passport number

Enter the date you sign this form

- **Upload the documents at ICA portal**
 - Logon to ICA website <https://eservices.ica.gov.sg/solar/index.xhtml>, go to 'View Application Status' for the upload of the completed **Medical Examination Report** and the **signed Terms & Conditions of STP (T&C)**.
 - The application status will be reflected as '**IPA (Document Received)**' after successful upload.
 - 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 which, ICA will withdraw your IPA**. You will need to start from Step 1 to apply for your Student's Pass if this happens.
- **Pay Issuance Fee**
 - 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. The **payment must be made within 7 days** after the uploaded documents is approved by ICA. **Failing which, ICA will withdraw your IPA**. You will need to start from Step 1 again.
 - An e-Receipt **will be generated once** the payment is made. To ensure the successful retrieval of the receipt, it is important to disable the pop-up blocker before proceeding. **ICA will not provide the e-Receipt if it has not been received or has been missed**.
 - You may view your payment status under 'Enquiry Payment History'. Click on '**Save as PDF**' to save or print the payment history for use.

Step 6 – Complete Student's Pass Formalities at ICA Off-site Enrolment in NTU

- **Obtain a Singapore mobile number that can 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.
- **Complete Student's Pass formalities**
 - The application status will show as '**IPA**' and 'Make Appointment' link will be enabled. **DO NOT click on the link to book appointment** as ICA will conduct Off-site Enrolment (OSE) in NTU. **OSE will be conducted on 7 to 8 August, 11 to 14 August and 18 to 20 August 2025**. You will receive details on booking of appointment closer to the OSE date. **If you missed OSE and IPA approved date is in June/July, write in to [Ask One Stop](#) for procedures to complete the formalities**.
 - You are required to bring along the following on the day of your appointment:
 - 1) A **physical** recent passport-sized photograph (35mm wide by 45mm high):
 - taken within last 3 months;
 - in colour and must be taken against a white background with matt or semi-matt finish;
 - full face and without headgear (**any headgear worn for religious or racial customs is acceptable but must not hide the facial features**)
 - 2) **Original** Passport / travel document
 - 3) **Hard copy** of In-Principle Approval (IPA) Letter (**Please write the Singapore mobile number on the first page of the IPA letter**)
 - 4) Copy of Notification of Electronic Visit Pass (**Please retrieve the electronic pass at <https://eservices.ica.gov.sg/sgarrivalcard/epassenquiry>**)
 - 5) **Payment Proof** for Issuance or/and Multiple-Entry Visa fees. (**If you misplaced your e-receipt**, print the payment history at <https://eservices.ica.gov.sg/solar/index.xhtml> - Click on "Foreign Student" and Select "Enquire Payment History" upon login.)
- **Ensure you hold a valid pass for your stay in Singapore till 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 till OSE. Note that your **IPA is a NOT a pass for your stay in Singapore**. It is only use for travelling and completion of student's pass formalities purposes.
 - If your need to retrieve the duration/DE number from SG Arrival, go to <https://eservices.ica.gov.sg/sgarrivalcard/epassenquiry>.
 - Students previously on a work pass should note the cancellation notice, including the expiry date and Disembarkation/Embarkation number. Any requests for an extension of stay should be submitted to the authority that issued the pass cancellation (i.e. work pass holders to apply for extension with MOM).

Step 7 – Issuance of Digital Student's Pass

- Book appointment when receive notification.
- Ensure you are able to access the email provided in the eForm 16 and a Singapore Mobile Number that can receive SMS OTP when you report to OSE on your appointment date.
- 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.
- Follow the steps below to retrieve your digital STP:
 - 1) Student will receive an email from no-reply@file.gov.sg if you have been issued a long-term pass (STP) by ICA. In the email, click 'Open in FileSG'.
 - 2) Student will be redirected to the FileSG website. Enter the transaction ID found in the email (no-reply@file.gov.sg) and click Submit'
 - 3) When prompted to log in, click 'I don't have Singpass'
 - 4) Key in the FIN and date of birth of the STP holder
 - 5) Choose to receive a one-time password (OTP) on student's email address provided in the STP application or Singapore mobile number
 - 6) Key in the one-time password (OTP) after receiving it on student's mobile number or email address
 - 7) Click the document to view it.
 - 8) Digital STP will be displayed upon successful login. Student can download a copy of the digital STP in PDF or OA file 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 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 at adm_intnl@ntu.edu.sg 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.