

**WORKFLOW FOR THE APPLICATION OF TRAINING EMPLOYMENT PASS (TEP)  
FOR NON-GRADUATING INTERNATIONAL STUDENTS  
(INTERNSHIP / SHORT TERM PROJECT)**

School is required to furnish ISC with the following documents:

- Completed TEP Application Form
- Detail Training Program which states the duration and nature of the work scope
- Photocopy of the applicant's passport (Bio-Data Page)
- Letter of Admission
- Education Certificates



The processing time takes approximate 3 – 4 weeks. Once MOM approves the application, ISC will forward the In-Principle Approval (IPA) letter to the school. The school will mail the IPA letter to the student. If the student requires an entry visa, the IPA will come with a pre-approved entry visa for the student to enter Singapore



Upon arrival in Singapore, the student is to present the following documents for custom clearance:

- IPA letter
- Letter of Admission
- Passport



The student will need to go to MOM to collect the Training Employment Pass with the following documents:

- IPA Letter
- Passport
- Embarkation / Disembarkation Card
- One recent passport sized photograph
- Medical report (if applicable)
- Application Fee for the Training Employment Pass
- Education certificates
- Detailed Training program
- Letter of admission