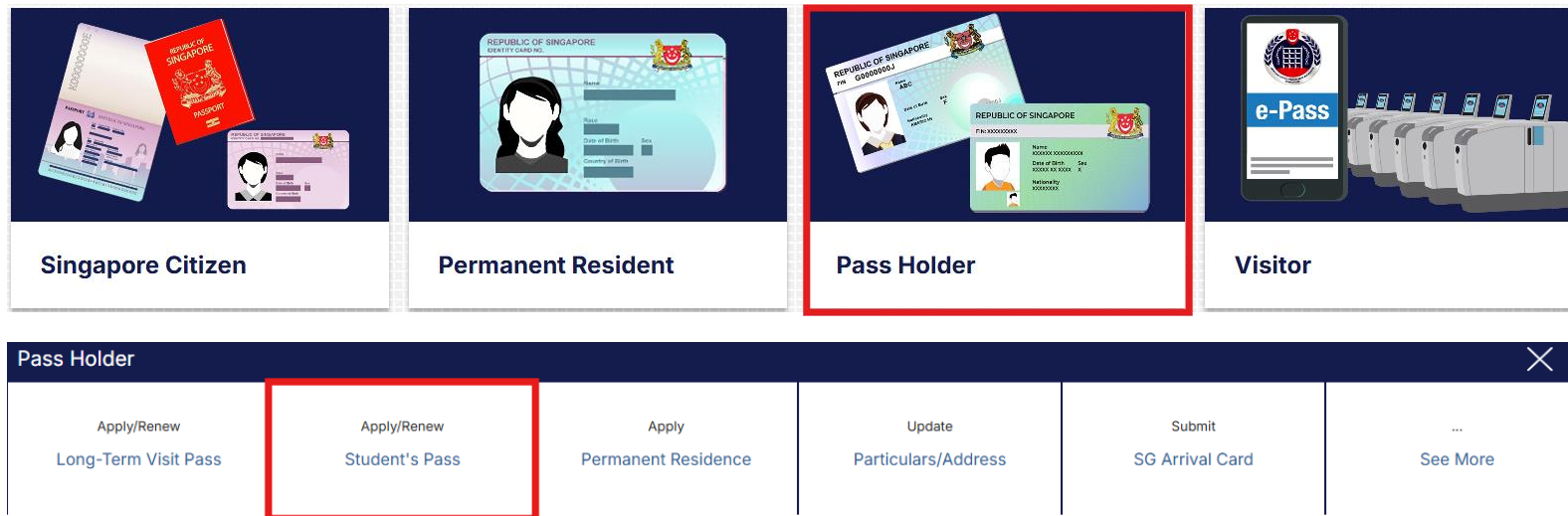


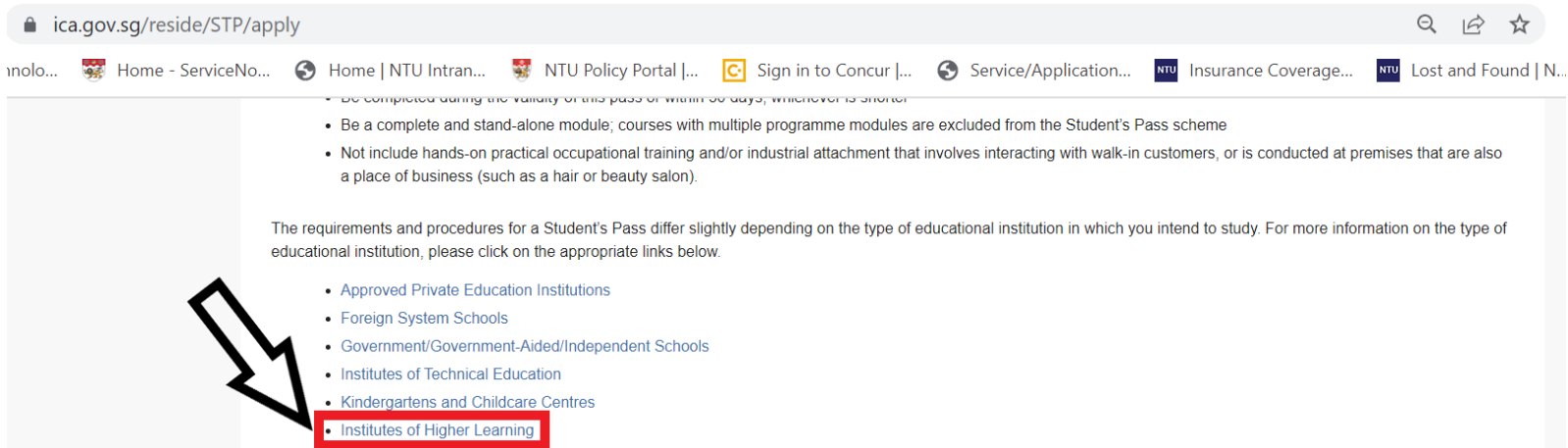
Step 1: Access [ICA website](https://ica.gov.sg), select “Pass holder” followed by “Student’s Pass”



The screenshot shows the ICA website's 'Pass Holder' selection screen. The 'Pass Holder' option is highlighted with a red box. Below it, the 'Apply/Renew Student's Pass' option is also highlighted with a red box.

Pass Holder					
Apply/Renew Long-Term Visit Pass	Apply/Renew Student's Pass	Apply Permanent Residence	Update Particulars/Address	Submit SG Arrival Card	... See More

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



The screenshot shows the ICA website's 'Student's Pass' application page. The 'Institutes of Higher Learning' link is highlighted with a red box and a large black arrow.

ica.gov.sg/reside/STP/apply

Home - ServiceNo... Home | NTU Intran... NTU Policy Portal |... Sign in to Concur |... Service/Application... NTU Insurance Coverage... NTU Lost and Found | N...

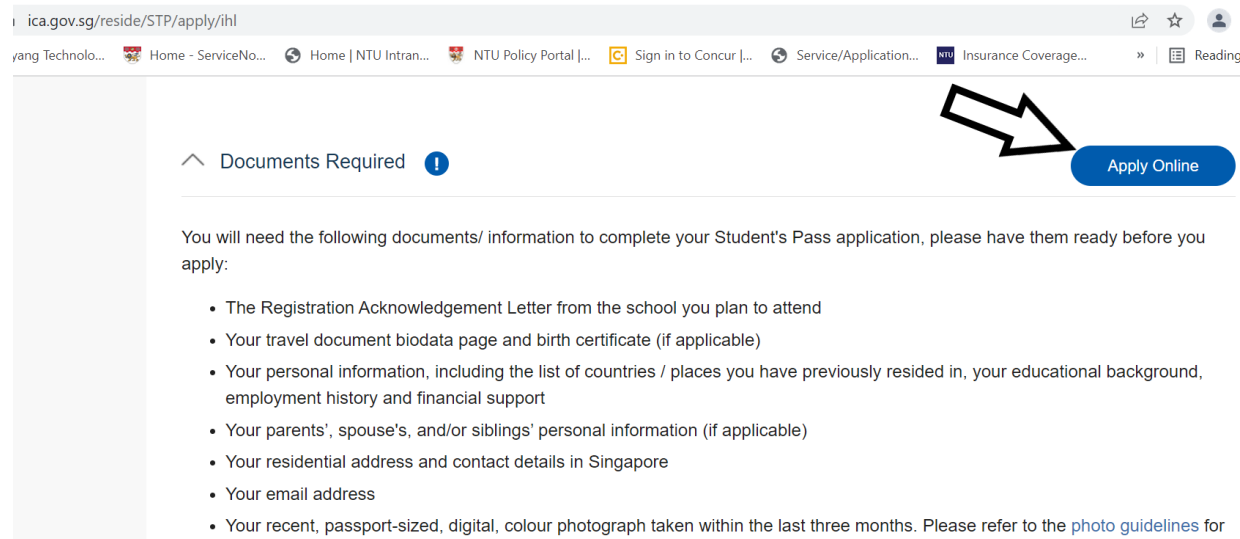
Be completed during the validity of this pass or within 30 days, whichever is shorter.

- Be a complete and stand-alone module; courses with multiple programme modules are excluded from the Student's Pass scheme
- Not include hands-on practical occupational training and/or industrial attachment that involves interacting with walk-in customers, or is conducted at premises that are also a place of business (such as a hair or beauty salon).

The requirements and procedures for a Student's Pass differ slightly depending on the type of educational institution in which you intend to study. For more information on the type of educational institution, please click on the appropriate links below.

- Approved Private Education Institutions
- Foreign System Schools
- Government/Government-Aided/Independent Schools
- Institutes of Technical Education
- Kindergartens and Childcare Centres
- Institutes of Higher Learning**

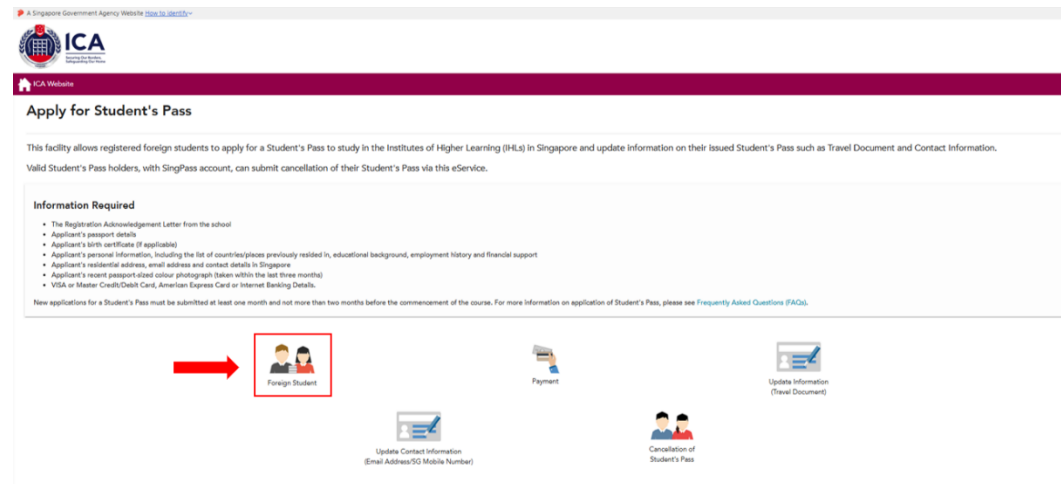
Step 3: Click “Apply Online”



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 exclamation mark icon. A large white arrow points to the 'Apply Online' button. Below this, a list of documents and information required for the application 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 header includes the ICA logo and the text 'Apply for Student's Pass'. Below this, there is a section titled 'Information Required' with a list of documents and information needed for the application. A red arrow points to the 'Foreign Student' option in the 'Apply for Student's Pass' section. Other options visible include 'Payment', 'Update Information (Travel Document)', 'Update Contact Information (Email Address/SG Mobile Number)', and 'Cancellation of Student's Pass'.

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-000000000012345

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.



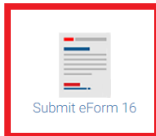
Step 6: Click submit eForm 16 and fill up the required information.



ICA Website

Foreign Student Main Menu

I want to...



Submit eForm 16



View Application Status



Print eForm 16

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

☐ Singapore Citizen ☐ Singapore Permanent Resident ☐ Resident (Long Term Visit Pass/work pass/dependent's pass etc.) ☐ None of the above Please select an option	Father's NRIC Number/FIN _____
Singapore Mobile Number _____	

Applicant's Mother Residential Address

☐ Singapore Citizen ☐ Singapore Permanent Resident ☐ Resident (Long Term Visit Pass/work pass/dependent's pass etc.) ☐ None of the above Please select an option	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_SIT@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.

Travel Document & Biodata
Please upload your travel document biodata page.

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

Each upload section shows a status of 'Uploaded Successfully' with a green checkmark and a file name.

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
CHINESE	BUDDHISM	CHINESE	JOHORE
Country/Place of Birth		MALAYSIA	
Expiry Date of Employment/ Dependent'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' on the left and 'Make Payment' on the right, which is highlighted with a red rectangle.

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 a 'I want to...' prompt. There are three main options: 'Submit eForm 16', 'View Application Status', and 'Print eForm 16'. The 'View Application Status' option is highlighted with a red rectangle. At the bottom left, 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.

View Application Status

Important Notes ▾

- The Student's Pass has been granted **in-principle approval (IPA)**.
- Complete all 3 steps below within the validity of your IPA, or by the date as stated, failing which the IPA will be withdrawn.
- **Overstaying in Singapore is an offence.** This IPA does not grant you a stay in Singapore.
- You may be exempted from reporting to ICA for the completion of formalities. The email address and Singapore mobile number provided in this application will be used to access the digital STP after its issuance.

Student's Pass Application Number	Full Name	Application Status	Step 1: Acknowledgement and Document Upload	Step 2: Make Payment	Step 3: Completion of Formalities
██████████	██████████	IPA (Pending Document Submission)	Terms & Conditions Complete Step 1 early. ICA will take up to 7 days to process the case. Incomplete documents will result in ICA's withdrawal of the IPA.	Make Payment Please make payment after Step 1 shows completed.	Make Appointment Please make appointment 1 day after Step 2 is completed.

[Go to Main](#)
[Print Outcome Letter](#)
[Save as PDF](#)

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

View Application Status

Important Notes ▾

- The Student's Pass has been granted **in-principle approval (IPA)**.
- Complete all 3 steps below within the validity of your IPA, or by the date as stated, failing which the IPA will be withdrawn.
- **Overstaying in Singapore is an offence.** This IPA does not grant you a stay in Singapore.
- You may be exempted from reporting to ICA for the completion of formalities. The email address and Singapore mobile number provided in this application will be used to access the digital STP after its issuance.

Student's Pass Application Number	Full Name	Application Status	Step 1: Acknowledgement and Document Upload	Step 2: Make Payment	Step 3: Completion of Formalities
██████████	██████████	IPA (Pending Document Submission)	Terms & Conditions Complete Step 1 early. ICA will take up to 7 days to process the case. Incomplete documents will result in ICA's withdrawal of the IPA.	Make Payment Please make payment after Step 1 shows completed.	Make Appointment Please make appointment 1 day after Step 2 is completed.

[Go to Main](#)
[Print Outcome Letter](#)
[Save as PDF](#)

1. Access ICA's [SOLAR](#) system
2. Select "View Application Status"
3. Acknowledge terms & conditions and upload duly completed medical examination report (if applicable or for course duration more than 6 months) 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 has been granted **in-principle approval (IPA)**.
- Complete all 3 steps below within the validity of your IPA, or by the date as stated, failing which the IPA will be withdrawn.
- **Overstaying in Singapore is an offence.** This IPA does not grant you a stay in Singapore.
- You may be exempted from reporting to ICA for the completion of formalities. The email address and Singapore mobile number provided in this application will be used to access the digital STP after its issuance.

Student's Pass Application Number	Full Name	Application Status	Step 1: Acknowledgement and Document Upload	Step 2: Make Payment	Step 3: Completion of Formalities
TU-2026-UGD260022950000	MEKASUWANDUMRONG WARAT	IPA	Completed	Completed	Make Appointment Please make appointment 1 day after Step 2 is completed.

Offsite Enrolment

Please check with your school for details. You must bring a copy of the IPA letter and documents as stated in the IPA letter for the offsite enrolment.

e-Appointment

For schools without offsite enrolment, please make an appointment for your completion of formalities at ICA Services Centre. You must bring a copy of the In-Principle Approval Letter, valid 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 short-term visit pass (e-pass), please extend your e-pass at ICA [website](#). Overstaying is a punishable offence under the Immigration Act.