

Explanatory Notes

Application For A Student's Pass To Study In An Institute Of Higher Learning

All foreigners, other than Immigration Exemption Order holders, are required to apply for a Student's Pass if he/she wishes to pursue full-time studies in an Institute of Higher Learning (IHL).

To apply for a Student's Pass, a foreign student must first be accepted and offered a place as a full-time matriculated or registered student in the following IHL in Singapore:

The List of IHL Includes:

Local Universities

- National University of Singapore
- Nanyang Technological University
- Singapore Management University

Local Polytechnics

- Nanyang Polytechnic
- Ngee Ann Polytechnic
- Republic Polytechnic
- Singapore Polytechnic
- Temasek Polytechnic

Offshore Institutes with Local Campuses

- Ecole Superieure Des Sciences Economiques Et Commerciales (ESSEC)
- Insead (Singapore)
- NYU Tisch School of the Arts
- S.P. Jain Centre of Management Singapore
- University of Chicago Graduate School of Business (Singapore)
- University of Nevada, Las Vegas (UNLV) Singapore
- Digipen Institute of Technology

New Application

1. New applications for a Student's Pass must be submitted at least one month and not more than 2 months before the commencement of the course.
2. Applications must be submitted through the **Student's Pass On-Line Application & Registration (SOLAR)** system which is accessible through Immigration & Checkpoints Authority (ICA) website at www.ica.gov.sg.

Submission of Application Through SOLAR

(A) Registration of Application by IHL

Before the foreign student submits an application for Student's Pass through SOLAR, the IHL must first register the student through SOLAR with the following information:

- Name, date of birth, gender and nationality of the student (as appear in travel document);
- Course details, course commencement and course end dates; and
- SOLAR application reference number.

(B) Submission of eForm 16 by Student

Once the IHL has successfully registered the student, the student may login to SOLAR to submit eForm 16. Applicants must have the following information before logging into SOLAR:

- A registration acknowledgement notice with the login information provided by the IHL;
- Travel document/passport details (including travel document/passport number, date of expiry, etc);
- NRIC/FIN of parents if the student's parents are Singaporeans or foreigners who are working or residing in Singapore;
- Singapore's address and contact details (if not available, please provide the school's registered address); and
- Applicant's email address.

Upon submission of the eForm 16 through SOLAR, students are required to print a copy of the eForm for submission to the Student's Pass Unit, ICA, to complete formalities for the issuance of a Student's Pass (if the application is successful).

ICA may request some applicants to furnish additional documents in support of the application, where necessary.

Processing Time

The processing time is **3 full working days** for foreigners who do not require a visa to enter Singapore. For foreigners who require a visa to enter Singapore, the processing time is **10 full working days**. Some applications may take a longer time to process.

During the July/August peak period, applications may take a longer time to process. Students are strongly advised to submit their applications early.

Completion of Formalities

Successful applicants will be issued with an in-principle approval (IPA) letter by ICA through the IHL. For applicants who require a visa to enter Singapore, a visa will be incorporated in the IPA letter. Students need not apply for a separate visa and may enter Singapore by producing the IPA letter at the checkpoints.

ICA, in collaboration with the Institute of Higher Learning, conducts offsite enrolment on an ad hoc basis for the issuance of student's passes. Where applicable, the institution will advise applicant on the date, time and venue for the offsite enrolment. After the applicant has arrived in Singapore, he/she is required to report for offsite enrolment as scheduled for the issuance of a Student's pass. For applicant not scheduled for offsite enrolment he/she is required to call in person at Visitor Services Centre 4th Storey, ICA Building for completion of formality.

With effect from 1 April 2009, all completion of formalities is strictly by appointment only. Please use our e-appointment facility to select the preferred date and time to complete formalities. On the date of the appointment, proceed to the Self-Service Ticketing Kiosk 3 located at Visitor Services Centre 4th Storey, ICA Building to obtain a queue ticket. The applicant is advised to be punctual for the appointment."

(Continue – Documents required for completion of formalities)

On arrival in Singapore, students are required to report to the Student's Pass Unit, 4th floor, ICA Building, for completion of formalities for the issuance of a Student's Pass within the duration of the social visit pass granted at the checkpoint.

Note that the Student's Pass will only be issued not more than one month before the commencement of the course. ***Students are required to ensure their own valid stay in Singapore at all time.***

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

- The student's valid passport. A copy of the passport particulars page must be submitted;
- The Disembarkation/Embarkation card of the student, granted on entry into Singapore. If the student is currently residing in Singapore on other long term passes, he/she is required to bring along that pass;
- One recent colour passport-sized photograph (taken on white background);

- The printout of eForm 16 submitted through SOLAR (duly signed by the applicant);
- A copy of the in-principle approval letter; and
- A medical report in the prescribed format (available on ICA's website).

The medical examination can be done in the student's home country if he/she has never resided in Singapore on any long term immigration passes previously. However, it must be done on the prescribed medical report form and submitted with the relevant laboratory reports. An official translation of the laboratory reports is required if it is not in the English language.

Students who have been residing in Singapore on any other long term immigration passes currently are **required** to undergo the medical examination in Singapore, if the medical examination is done more than 2 years ago.

At the time of submission, the laboratory reports must not be more than 3 months from the date of issue. Students who failed to fulfill the medical requirements will not be issued with a Student's Pass.

If the student wishes to update ICA on his/her latest local address, he/she is required to submit a change of address form when completing formalities for the issuance of a Student's Pass.

The Student's Pass will be ready for collection within **3 full working days** from the date of submission of all required documents. Collection time may be extended during the peak period.

Fees Payable

The fee for the issuance of a Student's Pass is S\$40 per year or part thereof. If an applicant requires a visa to enter or stay in Singapore beyond the visa-free period, an additional fee of S\$30 for a single-entry visa is chargeable. A further S\$30 may also be payable for a multiple-entry visa with the issuance of the Student's Pass.

Students are advised to pay by NETS or CashCard. Please note the payment limits for different modes of e-payment and ensure that the cards have sufficient value for payment.

Renewal/Extension of Student's Pass

Generally, foreign students studying in an IHL are granted Student's Pass for the full-duration of the course.

Students who require an extension of the Student's Pass beyond the initial course duration may submit an application to renew the Student's Pass through SOLAR. The procedures for renewal/extension of Student's Pass are similar to that for a new application.

Cancellation of Student's Pass

Foreign students must surrender their Student's Pass for cancellation within 7 days from the date of cessation or termination of their study.

Students may surrender their Student's Pass at the Student's Pass Unit, 4th floor, ICA Building, or at the checkpoints when departing the country. A copy of the cancellation form is available at the Student's Pass Unit or can be downloaded from ICA's website at www.ica.gov.sg.

Students who surrender their Student's Passes at ICA will be granted a short stay in Singapore on cancellation of their Student's Passes. If the student wishes to have a longer period of stay to look for jobs on completion of their courses, he/she may submit an application for a one-year (non-renewable) long term social visit pass at the Social Visit Pass Unit for consideration.

Other Information to Note

Dependant's Pass Holders Applying to Study in an Institute of Higher Learning

Dependant's Pass holder who wishes to study in an IHL is also required to apply for a Student's Pass (application must be made through SOLAR). However, if the duration of the course is shorter than the duration of the Dependant's Pass, the student may opt to be issued with a Letter of Consent (LOC) to study in the institute.

Dependant's Pass holder requesting for a LOC to study in the IHL must indicate his/her intention in writing to ICA. The student must submit a copy of the eForm 16, a copy of his/her travel document particulars page and the letter indicating his/her intention to be issued with a LOC to ICA.

The documents can be submitted to ICA at the Student's Pass Unit or sent to ICA by post. The LOC will be sent to the student by post.

Work Privileges for IHL Students

Under the "Employment of Foreign Manpower (Work Pass Exemptions) Notification", foreign students studying in IHL are exempted from applying for a Work Permit if they wish to work during vacation time.

The exemption to apply for a Work Permit is also applicable to specific IHL students who do not work more than 16 hours per week during term time. Students are strongly advised to check under the relevant section of the Employment of Foreign Manpower (EFMA) on the work privileges granted to their institutions.