

NOTES

Application For A Student's Pass To Study In An Approved Private Education Organization

(A) ELIGIBILITY

A foreigner is required to apply for a Student's Pass if he/she wishes to pursue full-time studies in Singapore in a CaseTrusted/CaseTrust-Exempted private education organization (PEO) that:

- is registered with Ministry of Education (MOE); or
- is not required to be registered with MOE but had obtained permission from the Commissioner, Immigration & Checkpoints Authority (ICA) to submit Student's Pass applications for international students intending to take up its courses.

With the Economic Development Board (EDB)'s launch of the new initiatives under the Education Excellence Framework, from 1 September 2005, all PEOs will need to be awarded with the CaseTrust for Education to offer school placement for international students. With effect from 1 September 2005, Student's Pass applications will be accepted only if they are for international students who are enrolled in a CaseTrusted/CaseTrust-Exempted PEO. Please see <http://www.case.org.sg/casetrust5.htm> for details on the CaseTrust for Education scheme and the list of CaseTrusted institutions.

A foreigner is exempted from applying for a Student's Pass if he /she is a:

- Holder of the Immigration Exemption Order; or
- Visitor who has been granted a short term Visit Pass at the Singapore Checkpoint and wish to attend a short course that can be completed within the validity period of the initial Visit Pass granted to him/her at the Singapore checkpoint or 30 days, whichever is shorter. However, this is only applicable if the course:
 - Is a complete and stand-alone module of its own (i.e. the courses should not have multiple programme modules); and
 - Does not involve hands-on practical occupational training and/or industrial attachment which have interaction with walk-in customers or be conducted at premises that are also the places of business, e.g. hair salons and beauty salons.

(B) NEW APPLICATIONS

New applications are to be submitted at least two months and not more than six months from the course commencement date. Applicants are not required to be present in Singapore while their applications are being considered. Hence, applicants are advised to apply for a Student's Pass before arriving in Singapore as no extension of stay will be granted while the applications are under processing.

Applicants are advised to enter Singapore to complete the formalities for the issuance of a Student's Pass only after their applications have been approved. They will be issued with Student's Passes within one month from the course commencement date.

(i) Submission

With effect from 1 June 2007, new applications are to be submitted via the **Student's Pass OnLine Application & Registration+ (SOLAR+)** system at <https://solarplus.ica.gov.sg/solarplus-ica/index.do>.

If your school has yet to register with ICA for the use of SOLAR+, your school can download the SOLAR+ registration form from ICA's website and mail the completed form to ICA (Attention: Student's Pass II Unit) for registration.

New applications by PRC nationals, who are above 19 years old (i.e., passed their 19th birthday at the time their applications are submitted to ICA) and wish to attend a language, commercial, vocational or fine arts non-graduate/postgraduate degree course [including the University of London (UOL) tuition programmes], will be routed to the Singapore Embassy in Beijing (where an interview with the applicant may be required) for processing before routing to ICA for assessment. The applications will be routed directly to ICA for assessment if the PRC nationals are intending to take up a full-time course at an approved PEO that is awarded the Singapore Quality Class for Private Education Organization [SQC(PEO)] by SPRING, Singapore.

(ii) Processing Time

The general processing time for a new application is about four weeks [two weeks for PEOs that are awarded the SQC(PEO) status] upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process. The PEO will be notified of the outcome via SOLAR+ system.

(C) RENEWAL OF STUDENT'S PASSES

Students who wish to continue taking the same course in the same school may renew their Student's via the SOLAR+ system.

Processing Time

The general processing time for the renewal of a Student's Pass is 3 working days (excluding the day of submission and collection) upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process.

(D) TRANSFER OF SCHOOLS/COURSES OF STUDY

Applicants who wish to apply for a new Student's Pass in order to take up a different course or to study in a different PEO are to submit an application for the transfer of school/course of study at least 4 weeks before the course begins.

Processing Time

In general, an application to transfer school/course would take about 3 working days to process (excluding the day of submission and collection) upon the receipt of a duly completed application by ICA. Nonetheless, some applications may require a longer time to process.

(E) LOCAL SPONSOR

No local sponsor is required for applications submitted from 15 December 2008.

(F) SECURITY DEPOSIT

When the application for a Student's Pass is approved, an In-Principle Approval (IPA) letter will be issued for the applicant to complete the formalities and collect the Student's Pass card at ICA. The Security Deposit if required, would be indicated in the IPA letter to the applicant.

The amount of Security Deposit (if required) is listed in the table below:

	Country	Form of Security Deposit	Rate per Person
(i)	Bangladesh, Myanmar, People's Republic of China & India	Banker's Guarantee from any established bank in Singapore or Cashier's Order	S\$5,000/ =
(ii)	Indonesia, Philippines & Thailand	Banker's Guarantee from any established bank in Singapore or Cashier's Order or NETS	S\$1,000/ =
(iii)	Others		S\$1,500/ =

Applicants are **not required** to furnish a Security Deposit if they are

- Nationals from Malaysia and Brunei;
- Holders of valid Dependant's Pass, long term Visit Pass and work pass;
- Children/Spouse of Singapore Citizens/Permanent Residents;
- Foreign students who study in kindergartens registered with MOE/childcare centres licensed by MCYS; Foreign students who attend a full-time course at an approved PEO that is awarded the SQC(PEO) status by SPRING, Singapore;
- Foreign students who pursue a full-time university degree (Graduate/Post-Graduate) programme, except for the University of London (UOL) tuition programme, at an approved PEO; and
- Below 16 years old at the point of application.

(G) COMPLETION OF FORMALITIES

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 Student's Pass formalities. On the date of the appointment, please proceed to the Self-Service Ticketing Kiosk 3 located at Visitor Services Centre (4th Storey), ICA Building to obtain a queue ticket. Applicants are advised to be punctual for their appointments.

(H) FEES

Processing Fee

A processing fee of \$30 is required for every application submitted to ICA. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission. For submission via Solar, please make payment by credit/debit card or internet banking.

Issuance Fee

A \$60 issuance fee for every student's pass issued and a further \$30 multiple-entry visa fee for visa required nationals, where applicable. The fee is payable when the successful applicant completes the formality to collect the Student's Pass.

(I) CANCELLATION OF STUDENT'S PASSES

Foreign students are required to surrender their Student's Pass for cancellation within 7 days from the date of cessation or termination of their study. With effect from 3 Nov 2008, student/school can now submit an application of Student's Pass cancellation online via a new e-service, namely e-Cancellation (the module can be accessed via SOLAR+) For those who are unable to do the cancellation online may submit over the counter, obtain a queue ticket at the Self Service Kiosk 1 at Visitor Services Centre, 4th storey, ICA Building, from Mon to Fri (8am to 4.30pm), Sat (8am to 12.30pm) with the following documents:

- (i) A duly completed cancellation form;
- (ii) Student's valid travel document;
- (iii) The Student's Pass Card (IMM Form 17A);
- (iv) Student's Visit Pass and Disembarkation/Embarkation Card; and
- (v) A duly completed Disembarkation/Embarkation Card (IMM Form 27A), where applicable (will be provided at ICA counters).

(J) CHANGE OF LOCAL ADDRESS

According to the Immigration Regulations 19(3)(b), the foreign student is required to report any changes in his/her address in Singapore within 14 days of such change. The student who wishes to report the change of his/her local address is required to submit his/her request via e-Update of Address.

Schools can now login to SOLAR+ to report any changes in the student's address. An acknowledgement will be sent within minutes if the report is successfully registered by the system. Alternatively, the student may also deposit the 'Change of Address' form into the drop-box located at the Student's Pass Unit near Counter 19. It will take 2 weeks to process the application and the student will be informed of the outcome by post.

(K) REPLACEMENT OF LOST STUDENT'S PASS

Foreign students who have lost their Student's Pass and/or the Visit Pass and Disembarkation / Embarkation cards are required to apply for a replacement within 7 days from the date of loss.

The students may call in person at ICA Student's Pass Unit, anytime from Monday to Friday (8am to 4.30pm), Saturday (8am to 12.30pm) by obtaining a queue ticket at the Self Service Kiosk at Visitor Services Centre, 4th Storey ICA Building, with the following documents:

- (i) Valid travel document and a photocopy of the personal biodata page;
- (ii) A letter from the school stating that the applicant is currently a registered student of the school;
- (iii) Duly completed eForm 16 and signed by the applicant; and
- (iv) Original copy of the Police report.

The processing time for first time replacement of lost cards is 2 weeks while the processing time for second or subsequent losses is 4 weeks.

(L) OTHER IMPORTANT INFORMATION

- (a) For the application of a Student's Pass, an applicant must be accepted into an approved full-time course. An applicant who wishes to take up a part-time course or a course conducted in the evening or weekend will **NOT** be eligible for a Student's Pass.
- (b) The applicant and school will have to furnish additional documents and information whenever necessary.
- (c) Official/Notarised translation of the documents is required if they are not in the English language.
- (d) All forms are to be duly completed and signed by the applicant and the school. No part of the form should be left blank or incomplete. If any section or part of the form is not applicable, it should be filled as 'Nil' or 'Not applicable (N.A.)'. Applications with incomplete forms or documents will **NOT** be accepted for processing.
- (e) Applicant has to call in person with a valid immigration pass to collect the Student's Pass only after the application has been approved. Student's Pass will only be issued if the conditions as stipulated in the In-Principle Approval letter are fulfilled.

- (f) The student shall not enter or be retained as a student in any other school or course other than that indicated on the Student's Pass.
- (g) ICA may share your personal information with other government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.
- (h) ICA reserves the rights to verify the authenticity of the documents submitted in the application with the relevant issuing authorities or through the affiliated government agencies.
- (i) Information and application forms on Student's Pass application are available from the Immigration & Checkpoints Authority website at www.ica.gov.sg.