NOTES

Application for a Student’s Pass
(Foreign System Schools)

All foreigners, except Dependant’s Pass/Immigration Exemption Order holders, who wish to study in a Foreign System school are required to apply for a Student’s Pass.

(A) New applications

New applications are to be submitted at least one month before the commencement of the course.

Applicants are not required to be present in Singapore while their applications are being considered. Hence, no extension of stay will be considered while the applications are under processing.

Successful applicants may enter Singapore to complete the formalities after their applications have been approved. They will be issued Student’s Passes within 1 month from the commencement date of the courses.

Submission

New applications are to be submitted via the Student’s Pass OnLine Application & Registration+ (SOLAR+) system.

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 I Unit) for registration.

Processing Time

The processing time is 5 full working days provided all required documents are submitted. However, some cases may take a longer time to process.

(B) Renewal of Student’s Passes

This section applies to students who are renewing their Student’s Passes to continue their studies in the same school. Please submit application for renewing a Student’s Pass at least 2 weeks before the commencement of the course. All applications are to be submitted through SOLAR+.

Submission

Applications to renew a Student’s Pass are to be submitted via the SOLAR+ system 2 weeks before the expiry of the existing Student’s Pass.

Processing Time

The processing time is 5 full working days (excluding day of application and collection). However, some cases may take a longer time to process.

(C) Fees

Processing Fees

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 The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission.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 formalities to collect the Student’s Pass.

Prior to collection of Student’s Pass, applicant has to acknowledge a copy of the Terms & Conditions of Issue for Long Term Pass (LTP) Card*.

(D) Completion of Formalities

Foreign students issued with In-Principle Approval (IPA) letters are required to complete formalities in person at ICA office, 4th storey, ICA Building. Applicants must be in Singapore on a valid immigration pass to collect the Student’s Pass. The completion of formalities is strictly by appointment only. Please use our e-appointment facility at http://eappointment.ica.gov.sg

Applicants are required to bring along the documents required for collection of the Student’s Pass as stated in the IPA letters.

(E) Other Important information

1. Applicant will have to furnish additional documents and information whenever necessary.

2. Original documents may be required to be produced for verification.

3. Official/Notarised translation of the documents is required if they are not in the English language.

4. A letter of explanation must be attached to the application if any of the required additional documents cannot be produced.

5. All applications forms must be duly completed and signed by applicant & applicant’s parent at the relevant sections. Incomplete applications forms will NOT be accepted for completion of formalities.

6. 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.

7. 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 an efficient and effective way, unless such sharing is prohibited by legislation.

8. For transfer of school after the application has been approved, a fresh set of application forms must be submitted to ICA through Solar+ for consideration.

9. Information and application forms on Student’s Pass application are available from the Immigration & Checkpoints Authority website at www.ica.gov.sg.

Cancellation of Student’s Pass

Foreign students are required to surrender their Student's Passes for cancellation within 7 days from the date of cessation or termination of their study. The student may approach the Student’s Pass Unit at ICA with the following documents for the cancellation:

(a) A letter from the student / school indicating the intention to cancel the Student’s Pass;

(b) Student's valid travel document;

(c) The Student’s Pass Card;

(d) Student’s Visit Pass and Disembarkation/Embarakation Card; and

(e) A duly completed Disembarkation/Embarkation Card (IMM Form 27A), where applicable (will be provided at ICA counters).

Change of Address

In accordance with the Immigration Regulations 19(3)(b), the foreign student is required to report any change in his/her local address is required to submit his/her request via e-Update of Address. Local Sponsor can now login to SOLAR+ to report a change in the student’s address and an acknowledgement will be sent within minutes if the report is successfully registered by the system.

Applications for change of local address will not be accepted at the counters. However, applicants who are unable to submit online may deposit the duly completed and signed Report of Change of Address form into the drop-box located at the Student’s Pass Unit near Counter 19. (The Report of Change of Address form is available at the Information Counter). The processing time for such requests will be 2 weeks. Applicants will be notified of the outcome of their applications by post.