

GUIDE TO APPLY FOR STUDENT PASS WITH SINGAPORE IMMIGRATION AND CONTROL AUTHORITY (ICA)

Dear student,

This guide outlines the process of applying for the Student Pass (STP) with the Immigration and Checkpoint Authority (ICA) of Singapore. There are many important information. You are advised to save and/or print out a copy of this guide for reference.

1. Overview of Procedures

SMU will register your name, date of birth, gender and nationality (as appear in your travel document) via the ICA's SOLAR system (Student's On-Line Application and Registration).



Before submitting the STP application, we need you to check that your biodata is accurate, and alert SMU for any inaccuracies immediately.



Login into [SOLAR](#) and apply for student pass, also known as the **eForm16**. You need to upload all required documents and make payment for the processing fee to ICA. Refer to this guide on how to complete the eform, as well as section 2 of this guide.



ICA will process your STP application and may contact you for additional documents.



ICA will notify via email you are given the In-Principle Approval (IPA) for your student pass application. You will be able to print the IPA letter via SOLAR.



Pay the SMU confirmation fees and do the online. Refer to the [Matriculation website](#) for the step-by-step guide.

Complete your medical examination in Singapore or home country. Upload documents to ICA for their approval. Make issuance fees payment to ICA.



Start planning your Date of Arrival into Singapore.

NOTE: You must arrive in Singapore by early August to attend the offsite enrolment with ICA. This is compulsory for your student pass final formalities.

2. Things to take note when completing eForm on SOLAR

- **Before completing the form:**
You must check and ensure that your 4 basic particulars (name, date of birth, gender, nationality) as well as the course program registered are correct before proceeding with the STP application submission in SOLAR. **If any of the information is incorrect, you must not proceed with the application** and approach the admissions office to correct the details.
- **Things to prepare:**

 - A digital colour passport-sized photograph
 - Clear image of the passport biodata page (file size within 2MB)
 - Birth Certificate (if applicable, file size within 2MB). Official English translation required if not in English
- **Email address on the eForm**
You must ensure that the email address keyed in to the eForm is accurate and you have ready access to the email provided. No changes to the email address will be allowed once the application is submitted to ICA. All future correspondences including the eventual digital STP issuance if the application is approved, will be directed to the email address provided in the eForm16.
- **Signature on the eForm**
Upon submitting the eForm, you must download a copy, and sign on all pages of your completed eform 16. You will be required to upload this document. Any missing signature or incomplete eform16 uploaded will cause unnecessary delay to the processing time.
- **Payment of Processing Fees**
Pay Processing Fee of S\$30 to ICA (non-refundable, by credit card or Internet Banking only) within 7 days after submission of your eForm. Failing which, ICA will withdraw your application.
- **Submission of clarification document within 14 days of notification**
You must check your email (including Junk / spam folders) and login to ICA's SOLAR system regularly for any updates to your STP application. You will be required to upload any clarification document/s into the SOLAR e-service within 14 days of the email notification. Failure to upload any clarification document/s will result in rejection of your STP application.

3. Validity of Stay

If you are currently in Singapore, please ensure that you have a valid social visit pass (aka Electronic Visit Pass ePass). **It is illegal to remain in Singapore without a social visit pass until you complete your student pass formalities.**

If your ePass is going to expire soon, you must apply for extension online via <https://eservices.ica.gov.sg/esvclandingpage/extend>.

4. In-Principle Approval for your Student Pass

Once you receive the In-principle Approval (IPA) from the immigration authority, you will have to complete the online matriculation into Singapore Management University. Please visit the matriculation website at <https://matriculation.smu.edu.sg> in June and follow the steps to matriculate.

Please start planning your travel into Singapore. You need to arrive in Singapore **by early August** to complete your student pass formalities in Singapore and other administrative matters before the term commences, including medical examination.

Your IPA is only valid for 4 months from the date of issue.

5. Payment for Processing Fees

There are two types of fees payable to ICA:

- Processing Fees: To process your student pass application upon submitting the eForm 16.
- Issuance Fees: Payable once ICA approves your uploaded documents.

Before proceeding with payment, it is important to disable the pop-up blocker on your browser. The e-Receipt **will be generated only once** the payment is made.

In the event that you did not receive or missed the e-Receipt, you may follow the steps below to enquire about the Payment History:

Step 1 : Go the e-service - <https://eservices.ica.gov.sg/solar/index.xhtml>

Step 2 : Click on "Foreign Student".

Step 3 : Login your details.

Step 4 : In the main menu, select "Enquire Payment History" icon to view payment history of Student's Pass Application

Step 5 : Click on [Save as PDF] to save or print the payment history details.

For further assistance on payment, please get in touch with ICA directly.

6. Assistance for ICA's E-Services

Should you need any assistance on the ICA's e-services, you can email ICA at ICA_STP1@ica.gov.sg or call them at +65 6391 6100.