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).

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

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> 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.

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

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> 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.

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> 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.

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> Start planning your Date of Arrival into Singapore.
>
> **NOTE**: You must arrive in Singapore by first week August to attend the offsite enrolment with ICA. This is compulsory for your student pass final formalities.

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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.

- **Race and FIN fields**
  For race you can enter your Nationality if unsure.
  For FIN, please leave this field blank.

- **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.

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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 first week August** to complete your student pass formalities in Singapore and other administrative matters before the term commences, including medical examination.

Note: 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 : Clink 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.

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GUIDE ON COMPLETION OF STUDENT PASS FORMALITIES WITH SINGAPORE IMMIGRATION & CONTROL AUTHORITY (ICA).

1. In-Principle Approval for your Student Pass & Matriculation

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 and follow the steps to matriculate.

2. Start Planning your travel into Singapore

Please start planning your travel into Singapore. You must arrive in Singapore by first week August to attend the Offsite Enrolment (OSE) for your student pass formalities in person. This attendance is compulsory.

The Offsite Enrolment with ICA will take place on 15 Aug in SMU. Details of this will be sent to you once ICA approves your documents.

3. Completion of Formalities for Student Pass

Please check this link for details on how to complete your student pass formalities: ICA | Completion of Formalities and Issuance of Student's Pass

You will need to prepare the following documents for ICA's approval before they will allow you to complete the student pass formalities in Singapore.

A) Medical Examination

PDF
ICA Medical
Examination

B) Signed copy of the Student Pass's Terms and Conditions.

PDF
T&C for STP ICA

A) Medical Examination Report

As part of your student pass formalities, you are required to undergo a medical examination and then upload the complete set of medical examination report which includes the laboratory report for HIV and X-ray report. Medical report that does not meet requirements or incomplete medical report will result in the In-principle Approval (IPA) letter been withdrawn.

You are strongly encouraged to arrive in Singapore early and do your medical examinations with SMU's medical provider – **The Clinic Group**. If you do the ICA's medical examination in your home country, you will have to bring your medical reports for endorsement by **The Clinic Group** for SMU's Pre-enrolment medical examination.

- For students who will be doing their medical examination in Singapore, please enter Singapore within the validity of your IPA letter and proceed to do your medical examination with SMU's medical provider, **The Clinic Group**. You can make your appointment early via this link: (**https://theclinicgroup.com.sg/university-appointments/**) Once your medical examination report is ready, you can upload the completed medical examination report

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together with all laboratory reports via the SOLAR eService.
https://eservices.ica.gov.sg/solar/index.xhtml

- For medical examination done in your home country, please ensure:
a) Student's information (as shown in the travel document) is correctly stated in the medical examination report and relevant laboratory reports for HIV and chest X-ray test results.
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

Once your medical examination report is ready, you can upload the completed medical examination report together with all laboratory reports via the SOLAR eService.
https://eservices.ica.gov.sg/solar/index.xhtml

Note: *You must not upload any blank forms to ICA.*

B) **Terms & Conditions of Student's Pass (STP)**

You are required to upload the full Terms & Conditions of STP (T&C) form that is duly completed signed to the eService. **Please do not upload any blank T&C form**, otherwise, it will result in delay for your formalities.

4. Payment for Issuance Fees

Before proceeding with payment, it is important to disable the pop-up blocker on your broswer. 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 : Clink 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.

5. Offsite Enrolment for Student Pass Formalities

Once ICA approves your documents, you are ready to complete the student pass formalities. This is a final step which you must complete in-person in Singapore to receive your digital student pass. For this reason, you must start planning to arrive in Singapore by first week of August.

ICA has mandated that all SMU students must attend the offsite enrolment (OSE) to complete their final student pass formalities. The OSE will be taking place in SMU on 15 August.

Please keep a lookout for an email from the SMU admissions office for you to schedule an appointment for the OSE. **Attendance for the OSE is compulsory**.

6. Summary of things to do:

- Complete your medical examination for ICA.

- Upload all completed documents to ICA for approval – Medical reports and the STP terms and conditions.

- Plan your arrival to Singapore

Upon arriving in Singapore, you must:

- Get a local Singapore Mobile Number that can receive SMS OTP. This will later be used for your digital Student Pass and SingPass account setup.

- Complete the pre-enrolment with **The Clinic Group**, endorsement of your medical reports (if it was done overseas)

- Select your Offsite Enrolment date and time slot with the SMU Admissions office.

- Complete your ID verification with SMU once you receive your digital student pass.

Note:

students who are dual nationality passport holders must use the same passport that they used to apply for STP. This is to prevent any inconvenience that will happen at the STP COF.

IMPORTANT!!!!

While waiting to complete your student pass formalities in Singapore, you must maintain a valid Electronic Visit Pass (ePass) which is issued to you at the Singapore customs. If your visit pass expires before the completion of formalities, you **must** extend your Visit Pass online via this link:

https://eservices.ica.gov.sg/esvclandingpage/extend

7. 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.

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Below is the summary of the procedures for student pass formalities:

Complete your pre-enrolment medical examinations. Print and bring along the medical report forms required by ICA and SMU.

Upload your **ICA** medical report and the required documents for your Student Pass formalities into SOLAR. Please refer to Annex A of your IPA letter for the details and **this guide**. Upload your documents via this link: https://eservices.ica.gov.sg/solar/index.xhtml

Once ICA approves your documents, you must pay the issuance fees for your Student Pass within 7 days of the approval.

Students who receive their IPA _**before 31 May**_ can proceed to make an e-appointment with ICA to complete your student pass formalities: via this link: https://eservices.ica.gov.sg/ibook/index.do

Students who receive their IPA _**from 1 June**_ must plan to arrive early in Singapore and to attend the offsite enrolment (OSE) in SMU on 15 Aug. Please look for an email from the admissions office to select your time slot.

You must be in Singapore and already have a local Singapore mobile number. Attend the OSE in SMU to complete your student pass formalities and receive the digital student pass

Complete ID Verification for your SMU student card

Begin your term in August!

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