

Instructions for Filling-in eForm 16

IMPORTANT! The eForm 16 should be submitted by the student and not by others, especially through an agent. Immigration will not allow changes to the information after submission.

1. Get ready your travel history of the past five years and a digital colour passport-sized photograph with the following requirements before you start your application:

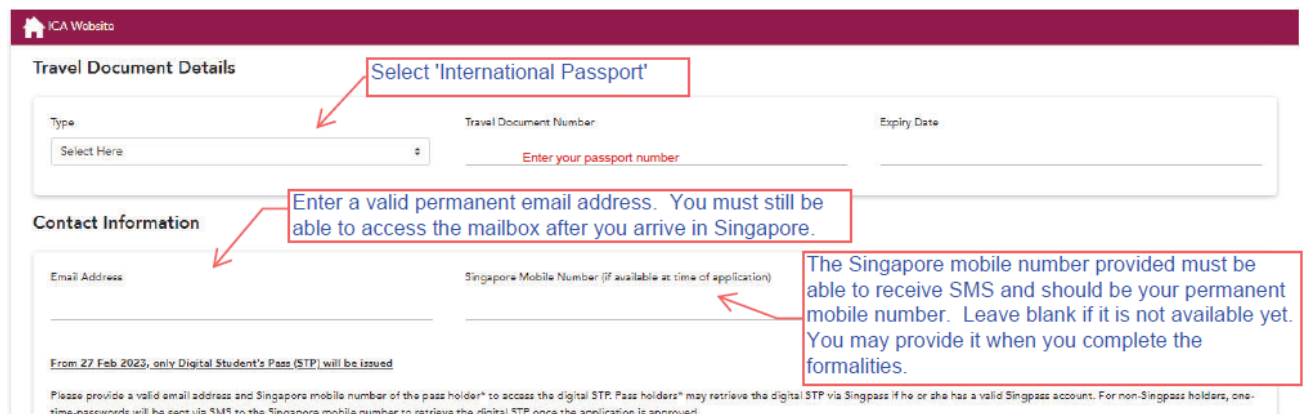
- Taken within the last 3 months;
- Avoid wearing any hat or other head covering, unless you habitually wear a hat or head covering in accordance with your religious or racial custom;
- Facial feature should be clearly evident;
- Spectacle frames must not cover part of the eyes;
- Background should be white;
- Image must be in JPEG file format (file extension is .jpg);
- Image file size not exceed 60KB;
- File Resolution: 400 x 514 pixels.

2. Go to <https://eservices.ica.gov.sg/solar/index.xhtml>, click on '**Foreign Student**'. Read '**Important Notes**' before you log in by keying in the exact information of the following 5 fields available at the [Acceptance Link](#) to start the submission.

- SOLAR Application No
- Name
- Nationality
- Date of Birth
- Sex

3. Click on '**Submit eForm 16**'. Please note that all fields in eForm 16 are mandatory unless indicated as '(if any)'. Please take note of the following items:

- For '**Travel Document Details**', select '**International Passport**' as Type. Travel Document Number refers to your passport number.



The screenshot shows the 'Travel Document Details' section of the ICA website. It includes a dropdown menu for 'Type' with a red box and arrow pointing to it containing the text 'Select 'International Passport''. Below this is a text field for 'Travel Document Number' with a red box and arrow pointing to it containing the text 'Enter your passport number'. The 'Contact Information' section has a red box and arrow pointing to the 'Email Address' field with the text 'Enter a valid permanent email address. You must still be able to access the mailbox after you arrive in Singapore.' Another red box and arrow point to the 'Singapore Mobile Number' field with the text 'The Singapore mobile number provided must be able to receive SMS and should be your permanent mobile number. Leave blank if it is not available yet. You may provide it when you complete the formalities.' At the bottom, there is a note: 'From 27 Feb 2023, only Digital Student's Pass (STP) will be issued.' and a disclaimer: 'Please provide a valid email address and Singapore mobile number of the pass holder* to access the digital STP. Pass holders* may retrieve the digital STP via Singpass if he or she has a valid Singpass account. For non-Singpass holders, one-time-passwords will be sent via SMS to the Singapore mobile number to retrieve the digital STP once the application is approved.'

- b. For 'Residential Address in Singapore' – **Leave this section completely blank** if you do not have an address in Singapore

Residential Address in Singapore

Postal Code	Block/House Number	Floor Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	Street Name	
<input type="text"/>	<input type="text"/>	

- c. For '**List countries in which applicant has resided for one year or more during the last five years (starting from latest residential address)**', provide your home address if you have not travel to other countries in the last five years.

ICA Website

List countries/places in which applicant has resided for one year or more during the last five years (starting from latest residential address)

Country/Place	Period of Stay (From)	Period of Stay (To)
Select Here	Month / (mm)	Month / (mm)
Address		
<input type="text"/>		

E.g. If you live in Malaysia since birth date, enter period of stay (From)
Month - May/2020

Period of Stay (To)
Month - May/2025

- d. Answer all questions under '**Antecedent of Applicant**'

Antecedent of Applicant

Have you ever been refused entry into or deported from any country, including Singapore? ☐ Yes ☐ No

Have you ever been convicted in a court of law in any country, including Singapore? ☐ Yes ☐ No

Have you ever been prohibited from entering Singapore? ☐ Yes ☐ No

Have you ever entered Singapore using a different Passport or Name? ☐ Yes ☐ No

If any of the answers is 'Yes', give details below

If you have previously travelled to Singapore with a different passport number but with the same personal particulars, select '**No**'.

Select '**Yes**' only if you travelled previously with different passport details (e.g. Name, Date of Birth, Nationality, Sex).

- e. At '**Declaration**', remember to click on the check box after reading the declaration before clicking 'next' button:

☒ I have read and agreed to the declaration.

Go to Main

Next

f. **Upload documents**

The list of documents you need to upload will be displayed after clicking 'Next'. It will include 'Passport Size Photo'. Click **'Download Form 16'** to download the Form 16 in pdf format for uploading. Check the information you have entered in the downloaded form thoroughly. If you make any mistakes, you can still correct them by clicking the 'Back' button. Sign on the last page of the form after verifying it and remember to indicate the date you sign it. Save all pages of the form as a PDF file for upload. Click 'Next' to proceed with the upload.

You must upload all the listed documents. For Form 16, ensure that all pages are included, and you have signed it before uploading.

4. You will be directed to the summary page after clicking 'Submit' button. No updates to the information in Form 16 are allowed once uploaded. This includes the photograph uploaded.

5. Please email us at adm_intnl@ntu.edu.sg if you need assistance to complete the submission.

Updated on 26 May 2025