Student's Pass Application for Fulltime Undergraduates
(Admission Year 2023-24)

The Student's Pass application is to be completed via Immigration & Checkpoints Authority (ICA) Singapore e-Services. NTU will assist to register your records with ICA. Please note that ICA has the following strict requirements on the display of your name:

- Use only English characters and name must match the passport exactly, with the exception of special characters.
- <u>DO NOT</u> include comma and other special characters in name except 'slash /' and 'hyphen –'
- Follow name order as shown in passport. If name not in a single line, order of name must be from top to bottom.
- Use name shown as 'correction' or 'additional name' printed in a different page of the passport, if applicable, instead of the name shown in biodata page.

Please read the complete application process (Step 1 to 7) before you start your application. The process must be completed within the validity period of your In-Principle Approval Letter (IPA).

Step 1 – View login details & prepare documents

- Get ready the following. You will need to upload them at ICA website when you apply.
  - **Coloured passport size photo** (taken within the last 3 months and against a white background)
  - **Scanned copy of passport biodata page** (in clear image and passport must have a minimum of six months validity from date of arrival in Singapore)
- **View login details at Acceptance link** (26 May 2023 onwards or within 2 working days after acceptance, whichever is earlier. This serves the same purpose as the Registration Acknowledgement Letter indicated at ICA website.)
- Notify adm_intnl@ntu.edu.sg if information is incorrect. Do not proceed till correction has been made.

Step 2 – Submit eForm 16

- Login ICA website - https://eservices.ica.gov.sg/solar/index.xhtml - submit eForm 16
- Check that your programme and duration of study shown in eForm 16 is correct before you start. If you have requested for a change of programme, wait for the outcome as a change of programme will require you to submit a fresh application and pay the processing fee again. Notify adm_intnl@ntu.edu.sg if programme or duration of study is incorrect.
- Document required for upload and the **deadline for uploading** will appear after clicking '**Next**' button at the end of eForm 16. If you failed to upload the documents by the deadline, ICA will delete your eForm 16. You will need to email adm_intnl@ntu.edu.sg to get a new application number and start from Step 1 again. The upload may include '**Birth Certificate'**. If required, official English translation is required to be submitted along with the scanned copy in its original language if not in English. ICA accepts translations
  - ✓ provided by the embassy of the document's country of origin or notarised by a notary public <u>or</u>
  - ✓ provided by notary public in Singapore or document's country of origin <u>or</u>
  - ✓ privately created attested by the embassy of the document's country of origin in Singapore or document's country of origin
- Click '**Download Form 16**' to print the completed eForm 16. You are required to sign on the last page of the downloaded form. If you make mistake in eForm 16, you are still able to correct it by clicking '**Back**' button at this stage. Do ensure you have provided true and accurate details and a **valid personal email** address (avoid providing a school email address where may be terminated when you no longer their student).   ICA will not allow changes to the email address once Form 16 is submitted.
- Upload links for uploading will appear after clicking '**Next**' button. The uploading include the signed copy of Form 16. You are **to upload all pages**
- Click '**Proceed**' after uploading to the 'Confirmation page'. After confirmation, click '**Submit**' to complete the eForm submission.
- No correction of information in Form 16 will be allowed after you have clicked the 'Submit' button.
- Proceed to pay processing fee of SGD30 (non-refundable) by clicking the '**Make Payment**' link. For your records purpose, click on '**Save as PDF**' to save or print the acknowledgement page.

Step 3 – Monitor Application Status

- Monitor your application regularly under '**View Application Status**' at https://eservices.ica.gov.sg/solar/index.xhtml.
- ICA may email you to submit clarification document(s). Check your email regularly, including the junk folder. Such request need to be completed within 14 days of notification. Failing which, ICA will withdraw your application.
- If you fail to complete ICA request and application has been cancelled by ICA, contact adm_intnl@ntu.edu.sg to re-register your records with ICA and you will need to start from Step 1 with new login details and pay the processing fee again.
- ICA will take at least 2 weeks to process the application if you apply during the peak period – June & July.

Step 4 – Print IPA (single entry visa) for travel

- You will be able to print the In-Principle Approval Letter (IPA) for your travel after your application has been 'approved in principle' and application status shown as 'IPA (Pending Document Submission'.
- Click on '**Print Outcome Letter**' button to print your IPA. The IPA will serves as a single entry visa for visa-required countries. You are **not required** to apply for a separate visa. **IPA has a validity period of 4 months** from the date of issue**. You must complete the whole process (till Step 7 below) within the validity period**. Your **FIN (Foreign Identity Number**) will be reflected in your IPA. Take note of the number for future use.
- Click on '**Upload Documents**' to download the documents you need to upload. The documents are 'Medical Examination Report' and 'Terms & Conditions of STP – Applicant's acknowledgement & signature'. You may exit ICA website after downloading the files.
- **DO NOT upload any documents to the link as you are required to complete your health screening in Singapore.** Bring the printed forms along with you when you report to NTU. Refer to ICA website at https://www.ica.gov.sg/enter-transit-depart for more details on entering Singapore.
- **Book your health screening appointment.** Health screening period - **10 July to 3 August 2023**. Read Guide and book your appointment Here.

Step 5 – Complete after arrival in Singapore – upload documents at ICA portal

- **Complete Health Screening**
  - Report according to your appointment date/time after your arrival in NTU.
  - Verify and ingest COVID-19 vaccination status (**COVID-19 Vaccination Requirement)**
    - You must be fully vaccinated (including booster, if required) up to Minimum Protection levels, with your records ingested in the Singapore's National Immunisation Registry (**NIR**) to get your Student's pass issued, unless you are medically exempted and certified by a Singapore doctor. (*Visit **MOH website** for more details*),
    - **If you are vaccinated overseas, your vaccination records must be updated into the NIR by a Singapore healthcare provider. Inform Fullerton Health when you report for your health screening to have your records verified and ingested. There will be additional charges for this service.**
    - You are required to bring along your overseas vaccination certificates, which can be in original hard copy or a digital copy. The certificates should clearly list your personal identifiers (e.g. full name, date of birth, passport number) and details of the vaccine doses you have taken (e.g. type of vaccine, date received). If your documents are not in English, please have them translated by the embassy of the country that issued the document, a translation service provider, or a notary public. Please bring along both the original documents and the translated copies.
    - To avoid delays in getting your pass issued, you are strongly encouraged to be fully vaccinated (including booster, if required) up to Minimum Protection levels before entering Singapore.
  - Obtain an official receipt where the date you are able to collect your medical report will be indicated before you leave Fullerton Health.

- **Upload Medical Report and 'Terms & Conditions of STP – Applicant's acknowledgement & signature**'
  - Scan your Medical Report after you have collected it from Fullerton Health.
  - Sign on the 'Terms & Conditions of STP - Applicant's acknowledgement & signature' form downloaded from ICA website earlier (Step 4 above).
  - Logon to ICA website https://eservices.ica.gov.sg/solar/index.xhtml, go to '**View Application Status**' for the upload of the 2 items. The application status will be reflected as '**IPA (Document Received**' after successful upload.

- **Obtain a Singapore mobile number that is able to receive SMS**
  - This is required for the completion of Student's Pass formalities to retrieve your digital Student's Pass.
  - The number should be your permanent mobile number. Do not share the same number with your friends.
  - Do ensure that the mobile number you have provided is permanent and valid as ICA will not allow change of the phone number.

- **Ensure you hold a valid pass for your stay in Singapore till OSE**. **Overstaying is a punishable offence under the Immigration Act.** Check your Electronic Visit Pass (ePass) received from ICA through email upon your arrival in Singapore on the validity period you allow to stay in Singapore. **Apply for extension of your visit pass** at https://eservices.ica.gov.sg/esvclandingpage/extend if your Visit Pass does not allow you stay till OSE. Note that your **IPA is a NOT a pass for your stay in Singapore.** It is only use for travelling and completion of student's pass formalities purposes.

Step 6 – Pay Issuance Fee & Complete Student's Pass Formalities at ICA Off-site Enrolment

- Monitor your application regularly under 'View Application Status' at https://eservices.ica.gov.sg/solar/index.xhtml

- If ICA has query on your upload, the application status will be shown as '**IPA (Pending Clarification)**'. Click on '**Upload Documents**' to answer clarification questions and/or upload clarification documents. Such **request need to be completed within 14 days** of notification. **Failing which, ICA will withdraw your IPA**. You will need to start from Step 1 to apply for your Student's Pass if this happen.

- The application status will reflect as '**IPA (Pending Issuance Fee)**' after ICA has accepted your upload.

- Click on '**Make Payment**' to pay the Issuance Fee. The **payment must be made within 7 days** after the uploaded documents is approved by ICA. **Failing which, ICA will withdraw your IPA**. You will need to start from Step 1 again. You may view your payment status under 'Enquiry Payment History'. Click on '**Save as PDF**' to save or print the payment history for reference.

- The application status will show as '**IPA**'. **Completion of Student's Pass formalities is strictly at ICA Off-site Enrolment (OSE) in NTU** if you receive your IPA in June/July. **OSE will be conducted from 14 – 18 August 2023**. You will receive details on booking of appointment from One Stop @ SAC to the email address you have provided in Form 16 closer to the OSE date. **If you missed OSE, write in to Ask One Stop for procedures to complete the formalities**.

Step 7 – Issuance of Digital Student's Pass

- Book appointment when receive notification from One Stop @ SAC.

- Check to ensure that your COVID-19 vaccination records updated into the Singapore's National Immunisation Registry (NIR) before the appointment date at https://www.notarise.gov.sg/.

- Upon successful completion of formalities on your appointment date at OSE, you will receive login email from ICA within 1 week* from **no-reply@file.gov.sg**.

- When you receive the email, click '**Open in FileSG'** in the email. Enter the **Transaction ID** given in the email. Click '**Submit**' and choose to login without Singpass.

- Enter your **FIN, date of birth** and a **one-time password** that will be sent to the mobile number you have provided to ICA.

- You will see your digital pass after login. Download copy of the digital pass in PDF or OpenAttestation (OA) format.

- You have completed the Student's Pass application.

* If you complete the formalities at ICA Building, your will receive the email within the same day you complete the formalities.