Instructions for Filling-in eForm 16

1. At Student’s Pass On-Line Application & Registration (SOLAR) system, click on ‘Student’ under ‘Click here if you are a foreign student applying for a Student Pass’ and log in by keying in the exact information of the following 5 fields available at the Acceptance Link.

   a. SOLAR Application No
   b. Name
   c. Nationality
   d. Date of Birth
   e. Sex

   Please be careful and make sure you fill up the information accurately as no amendment is allowed after the eForm 16 is submitted.

2. Click on ‘Submit eForm 16’. Please note that the following fields in Form marked with * are compulsory:

   a. Marital Status
   b. Race
   c. Religion
   d. Country/Place of Birth
   e. Type of Travel Document Held (most students will travel with ‘International Passport’)
   f. Travel Document No. Held (enter your passport number)
   g. Expiry Date of Travel Document
   h. Email Address
   i. List countries in which you have resided for one year or more during the last 5 years (put in your home address if you stay in the same address since birth):
      i. Country/Place
      ii. Address
      iii. Period of Stay
   j. Antecedent (4 questions)
   k. Part B – Declaration by Applicant (Please click on the check box after reading the declaration)

3. If applicable, you should also provide the following although they are not mandatory:

   a. Residential Address in Singapore (if you are currently residing in Singapore)
   b. Parents’ Residential Status (Leave this section completely blank unless your parents are Singapore Citizen or Singapore Permanent Resident (S’pore PR) or staying in Singapore. For S’pore Citizen and S’pore PR, you must provide their NRIC Number. FIN Number is to be provided if you parents are working/staying in Singapore but not S’pore Citizen or S’pore PR)
4. You will be prompted to upload a digital photo at the end of the eForm 16 before your application is complete. Your photograph image should:
   - be in colour taken against a plain white background;
   - be taken within the last 3 months;
   - show the full face and without hat or other head covering (hat or other head covering worn in accordance with religious or racial customs is acceptable but must not hide the facial features);
   - show your eyes clearly with no flash reflection off the glasses if you wear glasses. The frames shall not cover any part of your eyes. Tinted glasses and sunglasses are not allowed;
   - be between 25mm and 35mm from chin to crown.

   Your photograph image attachment file should:
   - be in JPEG format;
   - not be more than 150 Kbytes; and
   - have dimension of 400 by 514 pixels.

   Please refer to the guidelines on taking a digital photograph for uploading at: https://apples.ica.gov.sg/apples/xhtml/info/photo_image.xhtml.

5. You will need to print a copy of the duly completed Form 16 and bring along with you to NTU.

6. Please email us at adm_intnl@ntu.edu.sg or telephone 67905806 / 67905807 if you need assistance to complete the submission.