

Instructions for Filling-in eForm 16

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:

- a. Taken within the last 3 months;
- b. 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;
- c. Facial feature should be clearly evident;
- d. Spectacle frames must not cover part of the eyes;
- e. Background should be white;
- f. Image must be in JPEG file format (file extension is .jpg);
- g. Image file size not exceed 60KB;
- h. 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.

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

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

Travel Document Details

Type	Travel Document Number	Expiry Date
<input type="text" value="INTERNATIONAL PASSPORT"/>	<input type="text" value="Enter your passport number"/>	<input type="text" value="Enter passport expiry date"/>

- 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.

List countries 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)
<input type="text" value="Select Here"/>	Month / (YYYY)	Month / (YYYY)
Address		
<input type="text"/>		

- 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?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted in a court of law in any country, including Singapore?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been prohibited from entering Singapore?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever entered Singapore using a different Passport or Name?	<input type="radio"/> Yes	<input type="radio"/> No

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

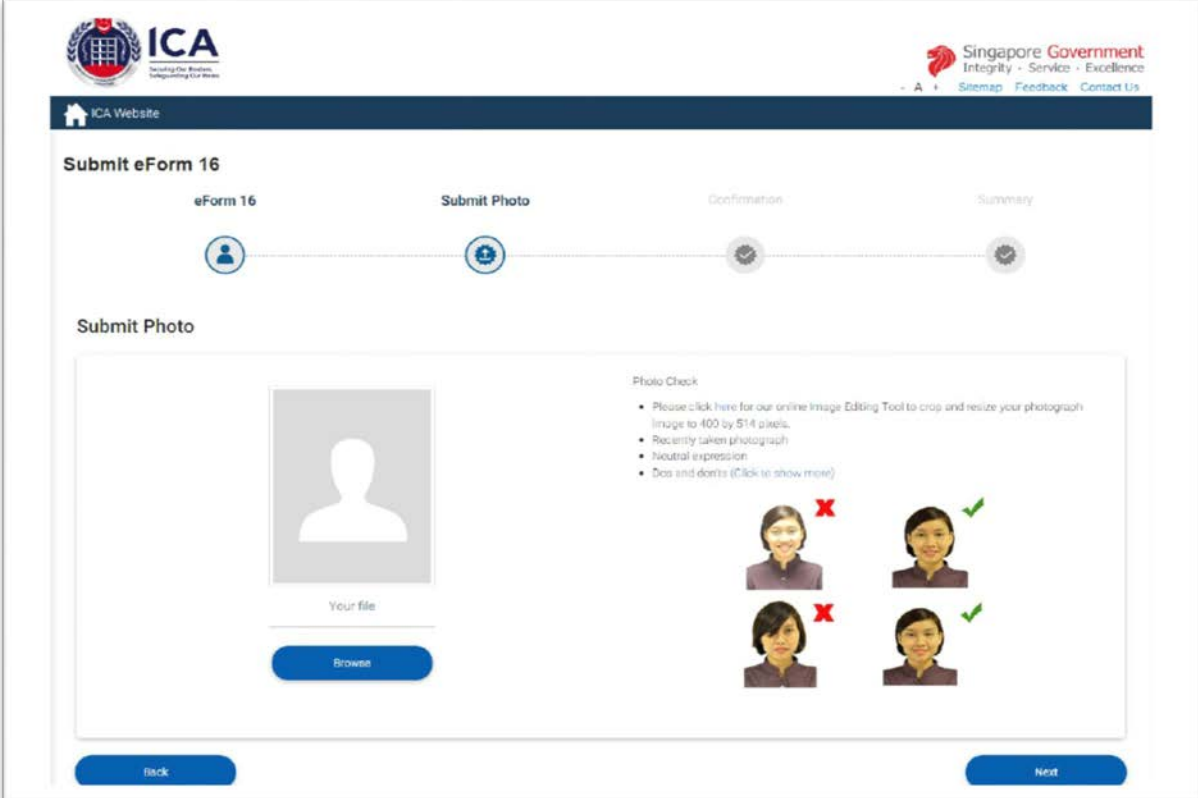
/500

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



A screenshot of a web form showing a declaration step. At the top, there is a checked checkbox followed by the text "I have read and agreed to the declaration." Below this, there are two blue buttons: "Go to Main" on the left and "Next" on the right.

- f. Submit Photo page will appear



A screenshot of the "Submit Photo" page in the eForm 16 submission process. The page features the ICA logo and Singapore Government branding at the top. A progress bar shows four steps: "eForm 16", "Submit Photo", "Confirmation", and "Summary", with "Submit Photo" being the current step. The main content area includes a "Submit Photo" section with a placeholder for a photo and a "Browse" button. To the right, there is a "Photo Check" section with a list of requirements: "Please click here for our online Image Editing Tool to crop and resize your photograph (image to 400 by 514 pixels)", "Recently taken photograph", "Neutral expression", and "Dns and dots (Click to show more)". Below the list are four photo examples: two with red 'X' marks indicating they are not acceptable, and two with green checkmarks indicating they are acceptable. At the bottom of the page, there are "Back" and "Next" buttons.

- g. Once photo is successfully uploaded, a preview page will appear. Verify the data is correct before you click "Submit".
4. You will need to print a copy of the duly completed Form 16 and bring along with you to NTU.
 5. Please email us at adm_intnl@ntu.edu.sg if you need assistance to complete the submission.

Updated on 9 June 2020