

ICA e-Appointment Guide

1. Choose “Completion of Student’s Pass Formalities”.



e-Appointment

Attention:

PayNow will be undergoing scheduled maintenance and will not be available from 13 Jan 2024, 0300hrs to 0900hrs (Singapore time). Please plan your transaction in advance. We apologise for any inconvenience caused.

Welcome to e-Appointment

e-Appointment allows you to book, change or cancel your appointment for the following services with ICA.

Please select one of the following services:

Completion of Student's Pass Formalities

☒ For Self

☐ For Group

*FIN of student

:

*e-Appointment ID

:

(For IPA letters issued before 1st Apr 2009,
the e-Appointment ID is the last 3 digits of the Application ID.
[Click here for more info.](#))

Reset

Submit

If you encounter difficulties making an appointment,
please email us at: ICA_STP1@ica.gov.sg

Choose this option

2. Choose "For Self", fill up your FIN number and e-appointment ID. The number and ID are stated on your ICA In-Principle Approval Letter.



ICA
Securing Our Borders,
Safeguarding Our Home

ICA Building
10, Kallang Road #08-00
Singapore 208718
(Next to Lavender MRT Station)
<https://www.ICA.gov.sg>

Your ref: [REDACTED]



(Application ID : [REDACTED])

Please scan this barcode at the Self Service Ticketing Kiosk located at Visitor Services Centre, Level 4, ICA Building, to obtain a queue ticket.


VISA [REDACTED]

(Visa No: [REDACTED])

Applicant Summary

Applicant Name	: [REDACTED]
FIN	: [REDACTED] ←
Date of In-Principle Approval	: 31/10/2023
Course Title	: BACHELOR OF COMMERCE (MAJORING IN ACCOUNTING)
Course Start Date	: 06/11/2023
Course Pre-approved till	: 13/07/2025
School	: JAMES COOK UNIVERSITY

Applicant is to complete the following steps before the Student's Pass (STP) can be issued:

Step 1: Log in and upload documents	<ul style="list-style-type: none"> Log in to STP eService: https://eservices.ica.gov.sg/ipsolarplus/web/index and upload the required documents at least 1 month before the expiry of this IPA.
Step 2: Make payment (if applicable)	<ul style="list-style-type: none"> Make payment after Step 1 is shown 'Completed' in the STP eService. 
Step 3: Completion of Formalities: Make an appointment	<ul style="list-style-type: none"> Make appointment after Step 2 is completed. Completion of formalities with ICA is strictly by appointment only, no walk-ins are allowed. Visit ICA Website to make an e-appointment. Select e-Services and Forms > Make an Appointment. You will need applicant's FIN and e-appointment ID: 717. ←

3. Choose your preferred day and time as below. The earlier, the better.

To make an appointment, please click on a date to select.

Please Note:

Changes will have to be made 1 day before the appointment date. If you have either made 3 changes to your appointment date/time or missed 2 appointments, you will not be allowed to make further changes or any new appointment.

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

☐ Current Appointment ☐ Available Date ☐ Appointment Full ☐ Non-Working Day ☐ Dates Not Eligible/Released For Booking

[Cancel Appointment](#)

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The following time slots are available. Please select your preferred time and click on the "SUBMIT" button to proceed:

Thursday 31 May 2012

<input type="radio"/> 08:15 AM	<input type="radio"/> 12:30 PM
<input type="radio"/> 08:30 AM	<input type="radio"/> 12:45 PM
<input type="radio"/> 08:45 AM	<input type="radio"/> 01:00 PM
<input type="radio"/> 09:00 AM	<input type="radio"/> 01:15 PM
<input type="radio"/> 09:15 AM	<input type="radio"/> 01:30 PM
<input type="radio"/> 09:30 AM	<input type="radio"/> 01:45 PM
<input type="radio"/> 09:45 AM	<input type="radio"/> 02:00 PM
<input type="radio"/> 10:00 AM	<input type="radio"/> 02:15 PM
<input type="radio"/> 10:15 AM	<input type="radio"/> 02:30 PM
<input type="radio"/> 10:30 AM	<input type="radio"/> 02:45 PM
<input type="radio"/> 10:45 AM	<input type="radio"/> 03:00 PM
<input type="radio"/> 11:00 AM	<input type="radio"/> 03:15 PM
<input type="radio"/> 11:15 AM	<input type="radio"/> 03:30 PM
<input type="radio"/> 11:30 AM	<input type="radio"/> 03:45 PM
<input type="radio"/> 11:45 AM	<input type="radio"/> 04:00 PM
<input type="radio"/> 12:00 PM	<input type="radio"/> 04:15 PM
<input type="radio"/> 12:15 PM	

☐ Current Appointment ☐ Available Time Slots ☐ Appointment Full

[Submit](#)

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4. Your appointment is booked! Please be punctual.

Step 4 of 4: Acknowledgement

Thank you for using eAppointment

Your appointment is on **Thursday 31 May 2012, at 03:45 PM.**
Please be punctual for your appointment.

Please bring along the in-principle approval letter & proceed to the self ticketing Kiosk 3 located at Visitor Services Centre 4th Storey, ICA Building to obtain a queue ticket and proceed to the counter indicated on the queue ticket.

*The system will only allow you to change a maximum of **3 appointments** and you will not be allowed to make any further appointments if you have missed the **2 appointments**. Any changes to your appointment will have to be made **1 day in advance** to ensure our operational expediency to serve you within your preferred time.*

Important Notes

- (a) Holder of Visit Pass is not permitted to work or engage in any business, profession or occupation without a valid work permit or written consent from the Controller of Work Pass.
- (b) Making an appointment via this system does not legalise your stay in Singapore. **Please ensure you have a valid stay in Singapore.** You may seek extension of your Visit Pass through the e-XTEND system or apply in person at Visitor Services Centre (4th Storey), ICA.

Print

Important: You will be notified via email once your new digital Student's Pass is available for download. To retrieve it, please use SingPass to access the FileSG platform. Once you have successfully downloaded your digital Student's Pass, kindly forward a copy to your Student Ambassadors for record-keeping.

Should you require any further clarification, please do not hesitate to contact the Student Affairs Department at 6709 3688 or email to studentaffairs-singapore@jcu.edu.au.