

# ICA e-Appointment Step by Step

1. Go to ICA website at [www.ica.gov.sg](http://www.ica.gov.sg), the e-appointment link is on the right side of the webpage.

The screenshot shows the ICA website homepage. At the top, there is the ICA logo and the Singapore Government logo. Below the logo is a navigation menu with links: Home, About ICA, eServices & Forms, Checkpoints, Info Guides, Media Centre, Useful Links, and FAQs. A search bar is located on the right side of the navigation menu. The main content area is divided into several sections. On the left, there are three columns: 'Citizens', 'Permanent Residents', and 'Visitors'. Each column contains a list of services. On the right, there is a yellow box titled 'A message to Singaporeans' and a white box titled 'Frequently Accessed eServices'. The 'e-Appointment' link in the 'Frequently Accessed eServices' section is circled in red. Below the 'Frequently Accessed eServices' section, there is a red text label 'Book your appointment here ->' pointing to the circled link.

**Immigration & Checkpoints Authority**

**Singapore Government**  
Integrity • Service • Excellence

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Search [ ] Within This Website GO

Home About ICA eServices & Forms Checkpoints Info Guides Media Centre Useful Links FAQs

**Looking for a challenging career?**  
Come join us...

**Citizens**

- » Apply for/ Renew Singapore Passport
- » Register Identity Card (IC)
- » Report Loss of IC
- » Extend Validity of Singapore Passport (11-17yr old NS men)
- » Register Birth/ Death

more...

**Permanent Residents**

- » Apply for Permanent Residence
- » Register IC
- » Report Loss of IC
- » Register Birth/Death
- » Renewal of Re-Entry Permit

more...

**Visitors**

- » Check if You Need Entry Visa
- » Extend your Short-Term Visit Pass
- » Apply for Long-Term Visit Pass
- » Apply for Student's Pass

**A message to Singaporeans**

Making travel plans? Check if your passport has at least 6 months' validity. Apply early for your passport to avoid last-minute rush. You can drop your application form into the boxes provided in the ICA Building, send it by post or submit online through APPLES. Once your passport is ready for collection, make an **e-Appointment** to collect your passport to avoid long waiting time.

**Frequently Accessed eServices**

- » Passport (APPLES)
- » Long-Term Visit Pass (e-VP)
- » **e-Appointment**
- » Electronic Re-Entry Permit (e-REP)
- » Extension of Short Term Visit Pass (e-XTEND)

Book your appointment here ->

2. Choose "Completion of Student's Pass Formalities".

# e-Appointment

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:

- Citizen--
- Citizenship Application Interview
- Citizenship Registration
- Collection of Identity Card
- Collection of Passport
- Permanent Resident--
- Apply for PR
- Completion of Formalities for Successful Applicants
- Apply for REP (Renewal) / CI
- Apply for REP (Transfer)
- Visitor--
- Application for e-IACS
- Apply for Long Term Visit Pass
- Completion of Long Term Visit Pass Formalities
- Completion of Student's Pass Formalities**
- Report to VSC Appointment

Do not use the E

your transaction.

If you encounter any p

[Feedback@ica.gov.sg](mailto:Feedback@ica.gov.sg)

Choose this option

ICA Website • eCitizen

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3. 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.

## 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.](#))

Submit

Reset

Please refer to your IPA letter

If you encounter difficulties making an appointment, please contact us at Tel: 6391-6126 or email us at: ICA\_STP1@ica.gov.sg

PRINCIPAL  
JAMES COOK AUSTRALIA INSTITUTE OF HIGHER LEARNING  
600 UPPER THOMSON ROAD  
SINGAPORE 574421



(Application ID : PTE-2012-APP-00007126)  
(Please scan this barcode at the Self Service Ticketing Kiosk for your queue ticket.)

Dear Sir/Madam

### IN-PRINCIPLE APPROVAL: STUDENT'S PASS – COMPLETION OF FORMALITIES

NAME OF APPLICANT	: YASHI SINGH
FIN	: G1004956W
DATE OF BIRTH	: 01/03/1989
COURSE TITLE	: MASTER OF BUSINESS ADMINISTRATION
STP VALID TILL	: 01/11/2012
COMMENCEMENT DATE	: 25/06/2012

I am pleased to inform you that the above Student's Pass application has been approved, subject to the submission of the required documents and payment of **total fee of \$60** [see Annex(es)].

#### Visa for Singapore

2 A Visa has also been granted for the above applicant subject to paragraph 3 below. This letter serves as evidence of the grant of the Visa. The applicant must present a copy of this letter with his/her valid passport at the Singapore Immigration Checkpoint for immigration clearance upon his/her arrival in Singapore. Payment for the Visa is required to be made when the applicant complete formalities in person at ICA building or at authorized venue (off-site enrolment), if advised by school.

3 The Visa shall be cancelled if (a) the applicant does not arrive in Singapore to collect the Student's Pass within the period of validity of this letter as stated in paragraph 5; (b) the applicant fails or is unable to complete formalities required by ICA; or (c) the Student's Pass is not issued to the applicant for any reason. The Visa may also be cancelled by ICA on other grounds in accordance with the laws of Singapore.

#### Collection of Student's Pass – Strictly by Appointment

4 Applicant is required to complete formalities in person at ICA Office, 4<sup>th</sup> Storey, ICA Building. Please note that the Student's Pass will be issued no earlier than one month from the course commencement date. **THE COMPLETION OF FORMALITIES IS STRICTLY BY APPOINTMENT ONLY.** Please use our e-appointment facility at <http://eappointment.ica.gov.sg> to select your preferred date and time. To make an appointment applicant will need his/her FIN (XXXXXXXXXX) and e-Appointment ID: (XXXXXX) on the date of the appointment, proceed to the Self Service Ticketing Kiosk located at Visitor Services Centre, 4<sup>th</sup> Storey, ICA Building to obtain a queue ticket. The applicant is advised to be punctual for the appointment.

5 This letter is valid for two months or till the commencement date as indicated above, whichever is later. It becomes void and the application is deemed withdrawn if the Student's Pass is not collected within this period. Please ensure you have a valid stay in Singapore. This In-Principle Approval letter and/or the successful booking of an e-Appointment does not constitute a legal extension of your stay in Singapore.

4. 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.

[<Prev>](#) [May 2012](#) [>Next>](#)

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

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

5. 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: Please submit a copy of your new Student's Pass to Student Services after collection.**