

STUDENT PASS APPLICATION

NEW APPLICATION

New applications are to be submitted **at least 2 months** and **not more than 6 months** from the course commencement date.

Applicants are not required to be present in Singapore while their applications are being considered. Hence, applicants are advised to apply for a Student Pass before arriving in Singapore as no extension of stay will be granted while the applications are under processing.

Applicants are advised to enter Singapore to complete the formalities for the issuance of a Student Pass only after their Application has been approved or In-Principle Approval Letter is received. They will be issued with Student Pass within one month from the Course Commencement Date.

The normal student pass process will take about 2 to 4 weeks.

STUDENT PASS APPLICATION CHECKLIST

Basic documents required

- 1 copy of SOLAR+ E Forms completed and signed by applicant
- 1 copy of Applicant's valid Passport(photocopy)
- 1 copy of Applicant's Official Birth Certificate(photocopy)
- Applicant's certified/notarised copy of Highest Qualification's Certificate & Transcript
- 2 recent passport-size photos of the Applicant

Following additional document will be required if:

1. Applicant is from a visa-required country

- A copy of Bank Statement/Fixed Deposit Account(s)/ Saving Account(s)
- Employment Letter for both parents or applicant(if applicable)

2. One of the applicant's parents/ step parents is a Singapore Citizen/Permanent Resident

- Parent's/Step parent's Official Marriage Certificate/ Divorce Certificate and applicant's Custody Paper (original and photocopy)
- Parent's/Step parent's highest educational certificate (original and photocopy)
- Parent's /Step parent's Letter of Employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if parent / step parent is self-employed. These documents should be issued within the last 1 month.
- Parent's /Step parent's CPF monthly contribution for the past 12 months.
- Parent's / Step parent's Income Tax* Assessment Notices for the past 3 years (original and photocopy).

3. Applicant's spouse is a Singapore Citizen / Singapore Permanent Resident

- Spouse's Official Marriage Certificate / Divorce Certificate (original and photocopy)
- Spouse's highest educational certificate (original and photocopy)
- Spouse's Letter of Employment (letter should state date of commencement of employment, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if applicant's spouse is self-employed. These documents should not be issued more than 1 month ago.
- Spouse's monthly CPF contributions for the past 12 months
- Spouse's Income Tax* Assessment Notices for the past 3 years (original and photocopy)

Important Note:

Please ensure that the application forms/all the necessary documents have been completed/ furnished. Official translation of the documents is required if they are not in the English language.

For further information about Student Pass Application, please refer to ICA Website via the following link

http://www.ica.gov.sg/services_centre_overview.aspx?pageid=256&secid=182