

# NOTES

## Application for a Student's Pass

(Approved Private Education Organisations/ Kindergartens registered with MOE/Childcare centres licensed by MCDS to conduct Kindergarten courses)

### (A) Eligibility

Any foreigner is required to apply for a Student's Pass if he/she wishes to pursue full-time studies in Singapore in an institution that:

- is registered with Ministry of Education (MOE); or
- is not required to register by MOE; and has obtained permission from the Commissioner Immigration & Checkpoints Authority to accept foreign students; or
- is licensed by Ministry of Community Development and Sports (MCDS) to operate as a Childcare centre to conduct Kindergarten courses.

A foreigner is exempted from applying for a Student's Pass if he /she is a :

- Dependant's Pass holder studying in a Government/ Government-Aided/ Independent school, Foreign System School, Kindergarten registered with MOE or Childcare centre licensed by MCDS to conduct Kindergarten courses;
- Immigration Exemption Order holder; and
- Visitor who has been granted a short term Social Visit Pass at the Singapore Checkpoint and wish to attend a short course that can be completed within the validity period of the initial Social Visit Pass granted to him/her at the Singapore checkpoint or 30 days, whichever is shorter. It must also satisfy two other criteria, that is, the course:
  - Must be a complete and stand-alone module of its own. Courses with multiple programme modules are excluded from this Student's Pass exemption scheme; and
  - Must not involve hands-on practical occupational training and/or industrial attachment which have interaction with walk-in customers or be conducted at premises that are also the places of business, e.g. hair salons and beauty salons.

### (B) New Application

New applications must 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, no extension of stay will be considered while the applications are under processing.**

Successful applicants may enter Singapore to complete the formalities after their applications have been approved. They will be issued Student's Passes within 1 month from the commencement date of the courses.

#### Local Sponsor:

A local sponsor is required for the application of a Student's Pass. The local sponsor must be a Singapore Citizen/ Singapore Permanent Resident above the age of 21 years old or the school

where the applicant intends to study in. Companies are not allowed to act as sponsors.

#### Basic Documents Required:

##### From Applicant,

- 2 copies of Form 16, Form V36 and Form V39S duly completed and signed by applicant and local sponsor at the relevant sections (The first set of forms must be original. The second set may be photocopies of the original set).
- 2 recent passport-sized photographs (Colour/ Black & White) to be pasted on the top right-hand corner of Form 16.
- Applicant's Official Birth Certificate (photocopy).
- Applicant's certified / notarized copies of highest educational certificates and result transcripts
- Copies of personal particular pages of applicant's travel document (photocopy).

##### From local sponsor,

- Local sponsor's identity card (photocopy).

##### From school,

- 1 copy of Form V36A duly completed and signed by the school.

#### The following additional documents are required to be submitted if:

##### (I) Applicant is a national from the visa-required countries:

- Documentary proof of financial ability in the form of bank statements/ fixed deposit accounts/ saving accounts (photocopy)

##### (II) One of the applicant's parents/step parents is a Singapore Citizen / Singapore Permanent Resident

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

##### (III) Applicant's spouse is a Singapore Citizen /Singapore Permanent Resident,

- Spouse's Marriage Certificate / Divorce Certificate (where applicable) (photocopy).
- Spouse's highest Educational Certificates (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 contribution for the past 12 months.

- Spouse's Income Tax Assessment Notices for the past 3 years (photocopy).

**Successful applicants are required to produce all the original copies of their Basic and Supporting documents for verification when collecting the Student's Passes.**

#### Security Deposit:

Where applicable, a security deposit may be required from the local sponsor upon approval of the application. The amount of security deposit can be seen in the table below:

	Country	Form of Security Deposit	Rate per Person
(i)	Bangladesh, Myanmar, People's Republic of China & India	Banker's Guarantee from any established banks in Singapore or Cashier's Order	S\$5,000/=
(ii)	Indonesia, Philippines & Thailand	Banker's Guarantee from any established banks in Singapore or Cashier's Order or NETS	S\$1,000/=
(iii)	Others		S\$1,500/=

Malaysians, Brunei nationals, holders of a valid Dependant's Pass, Employment Pass, long-term Social Visit Pass, Work Permit, and children of Singapore citizens / permanent residents may be exempted from the requirement of security deposit.

Foreign Students who are studying in Kindergartens registered with MOE, Childcare centres licensed by MCDS to conduct Kindergarten courses, or doing a university degree (both Graduate or Post Graduate) programme in a private education organisation may be exempted from the requirement of security deposit.

#### Submission:

The completed forms together with all the Basic and Supporting documents can be submitted through the following ways:

- By dropping in the **Student's Pass Drop-in Boxes** located at:  
**Information/Queue Ticket Counter**  
**Visitor Services Centre (VSC)**  
ICA Building 4<sup>th</sup> Storey, 10 Kallang Road, S'pore 208718
- By **Posting** the applications to:  
**Visitor Services Centre (VSC)**  
ICA Building 10 Kallang Road, #08-00, S'pore 208718  
Attn : Student's Pass II Unit

PRC nationals who wish to attend language, commercial, vocational and fine arts courses at private education organisations in Singapore are required to submit their new applications for Student's Passes through the Singapore Embassy in Beijing. They will not be accepted at the Visitor Services Centre. Please submit these applications at:

#### **Embassy of The Republic of Singapore – Beijing**

No 1, Xiu Shui Bei Jie,  
Jian Guo Men Wai, Chao Yang District  
Beijing 100600, China

PRC nationals who are pursuing a university degree (for both the Graduate or Post-Graduate) programme in a private education organisation can submit their Student's Pass applications directly to the Visitor Services Centre.

#### **Processing Time:**

The processing time for the new student's pass applications is about 4 weeks upon the receipt of your application provided that no further verification is required. The local sponsor and the school will be notified of the outcome by post.

#### **Fees:**

The Student's Pass fee is S\$40/= per year or part thereof. The visa fee is S\$20/= per issue. The fee is payable when the successful applicant reports to ICA to complete the formalities. **Please make payment by NETS or Cash Card.**

### **(C) Renewal of Student's Passes**

This section applies to students who are renewing their Student's Passes so as to continue the same course in the same school. Please submit applications for renewing a Student's Pass 2 weeks before the expiry of the current Student's Passes.

#### **Local Sponsor:**

A local sponsor is required for application for the renewal of a Student's Pass. The local sponsor must be a Singapore Citizen/ Singapore Permanent Resident above the age of 21 years old or the school where the applicant intends to study in. Companies are not allowed to act as sponsors.

#### **Basic Documents Required:**

##### ***From Applicant,***

- (a) 2 copies each of Form 16 and Form V39S duly completed and signed by applicant and local sponsor at the respective sections (The first set of forms must be original. The second set may be photocopies of the original set);
- (b) Applicant's travel document, Student's Pass card, Visit Pass and Disembarkation/Embarkation (green) card

##### ***From local sponsor,***

- (c) Local sponsor's identity card.

##### ***From School,***

- (d) 1 copy of Form V36A duly completed and signed by the school

#### **Submission:**

The completed set of application forms together and all the basic supporting documents are to be submitted with queue tickets obtainable at:

**Information/Queue Ticket Counter  
Visitor Services Centre (VSC)**

ICA Building 4<sup>th</sup> Storey, 10 Kallang Road, S'pore 208718

#### **Processing Time:**

The processing time for the renewal of student's pass is 3 working days (excluding the day of submission and collection) upon the receipt of the application provided that no further verification is required.

#### **Fees:**

The Student's Pass fee is S\$40/= per year or part thereof. The visa fee is S\$20/= per issue. The fee is payable when the successful applicant reports to ICA to complete the formalities. **Please make payment by NETS or Cash Card.**

### **(D) Change of Schools/Courses of Study**

This section applies to students who are applying for a new student's pass to take up a different course or study in a different school. For change of schools/ courses of study, please submit applications at least 4 weeks before the commencement of the new course or at the new school.

#### **Local Sponsor:**

A local sponsor is required for the application of a Student's Pass to take up a different course or study in a different school. The local sponsor must be a Singapore Citizen / Singapore Permanent Resident above the age of 21 years old or the school where the applicant intends to study in. Companies are not allowed to act as sponsors.

#### **Basic Documents Required:**

##### ***From Applicant,***

- (a) 2 copies each of Form 16 and Form V39S duly completed and signed by applicant and local sponsor at the relevant sections (The first set of forms must be original. The second set may be photocopies of the original set);
- (b) Disembarkation/Embarkation Card [IMM 27] (white) duly completed;
- (c) Applicant's travel document, Student's Pass card, Visit Pass and Disembarkation/Embarkation (green) Card

##### ***From local sponsor,***

- (d) Local sponsor's identity card.

##### ***From School,***

- (e) 1 copy of Form V36A duly completed and signed by the school

#### **Submission:**

The completed set of application forms and all the basic supporting documents are to be submitted with queue tickets obtainable at

**Information/Queue Ticket Counter  
Visitor Services Centre (VSC)**

ICA Building 4<sup>th</sup> Storey, 10 Kallang Road, S'pore 208718

#### **Processing Time:**

The processing time for the new student's pass applications is about 4 weeks upon the receipt of your application provided that no further verification is required. The local sponsor and the school will be notified of the outcome by post.

#### **Fees:**

The Student's Pass fee is S\$40/= per year or part thereof. The visa fee is S\$20/= per issue. The fee is payable when the successful applicant reports to ICA to complete the formalities. **Please make payment by NETS or Cash Card.**

### **(E) Other Important information**

- (a) For the application of Student's Pass, an applicant must be accepted into an approved full-time course. An applicant who wishes to take up part-time course or course conducted in the evening or weekend will **NOT** be eligible for Student's Pass.
- (b) Applicant and local sponsor will have to furnish additional documents and information whenever necessary.
- (c) Please note that all original documents must be presented for verification when collecting Student's Passes. Official translation of the documents is required if they are not in the English language.
- (d) Please kindly ensure that all forms are duly signed and completed by applicant, the local sponsor and the school. No part of the form should be left blank or not completed. If any section or part of the form is not applicable, it should be filled as 'Nil' or ' Not applicable (N.A.)'. Applications with incomplete forms or documents will **NOT** be accepted for processing.
- (e) Applicant needs to call in person with a valid immigration pass to collect the Student's Pass only after the application has been approved. Student's Pass will only be issued if the conditions as stipulated in the In-Principle Approval letter are fulfilled.
- (f) The student shall not enter or be retained as a student in any other school(s) or course(s) other than that indicated on the Student's Pass.
- (g) For change of local sponsor, the foreign student must submit a fresh set of application forms together with the new local sponsor's Identity Card for our consideration.
- (h) Foreign students should surrender their Student's Passes for cancellation within 7 days from the date of cessation or termination of their study. The following documents are to be produced:
  - (i) A letter from the student / the local sponsor about the cancellation of the Student's Pass;
  - (ii) Confirmed ticket;
  - (iii) Applicant's valid travel document;
  - (iv) Disembarkation / Embarkation Card.
  - (v) Student's Pass Card
- (i) For new application only, if you do not receive our Acknowledgement Card after 1 week from the date you submit your Student's Pass application, you can call us at telephone number 6391 6100 to enquire on the status of the application.
- (j) ICA may share your personal information with other Government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.
- (k) Information and applications forms on Student's Pass application are available from the Immigration & Checkpoints Authority web site at [WWW.ICA.GOV.SG](http://WWW.ICA.GOV.SG) .

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