

NOTES

Application For A Student's Pass To Study In An Approved Private Education Organization

(A) ELIGIBILITY

A foreigner is required to apply for a Student's Pass if he/she wishes to pursue full-time studies in Singapore in a CaseTrusted/CaseTrust-Exempted private education organization (PEO) that:

is registered with Ministry of Education (MOE); or

is not required to be registered with MOE but had obtained permission from the Commissioner, Immigration & Checkpoints Authority (ICA) to submit Student's Pass applications for international students intending to take up its courses.

With the Economic Development Board (EDB)'s launch of the new initiatives under the Education Excellence Framework, from 1 September 2005, all PEOs will need to be awarded with the CaseTrust for Education to offer school placement for international students. With effect from 1 September 2005, Student's Pass applications will be accepted only if they are for international students who are enrolled in a CaseTrusted/CaseTrust-Exempted PEO. Please see <http://www.case.org.sg/casetrust5.htm> for details on the CaseTrust for Education scheme and the list of CaseTrusted institutions.

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

Immigration Exemption Order holder; and

Visitor who has been granted a short term Visit Pass at the Singapore Checkpoint and wish to attend a short course that can be completed within the validity period of the initial 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:

- (i) 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
- (ii) 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 APPLICATIONS

New applications must be submitted at least two months and not more than six 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's Pass outside of Singapore as no extension of stay will be considered while the applications are under processing.

Applicants are advised to enter Singapore to complete the formalities for the issuance of a Student's Pass only after their applications have been approved. They will be issued with Student's Passes within one month from the course commencement date.

(i) Processing Time

The general processing time for a new application is about four weeks [two weeks for PEOs that are awarded the SQC(PEO) status] upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process. The PEO will be notified of the outcome via SOLAR+ system.

(C) LOCAL SPONSOR

No local sponsor is required for applications submitted from 15 December 2008.

(D) SECURITY DEPOSIT

Where applicable, a security deposit may be required from the applicant upon approval of the application. Applicants are advised to request for a receipt for any payment made to the school. Exemption from the requirement to furnish a security deposit: Malaysians/ Brunei nationals; Holders of valid Dependant's Pass, long term Visit Pass and work pass; Children/Spouse of Singapore Citizens/Permanent Residents; Foreign students who study in kindergartens registered with MOE/childcare centres licensed by MCYS; Foreign students who attend a full-time course at an approved PEO that is awarded the SQC(PEO) status by SPRING, Singapore; and Foreign students who pursue a full-time university degree (Graduate/Post-Graduate) programme, except for the University of London (UOL) tuition programme, at an approved PEO.

(E) CANCELLATION OF STUDENT'S PASSES

Foreign students are required to surrender their Student's Passes for cancellation within seven days from the date of cessation or termination of their study. With effect from 3 Nov 2008, student/school can now submit an application of Student's Pass cancellation online via a new e-service, namely e-Cancellation (the module can be accessed via SOLAR+) For those who are unable to submit cancellation online may submit over the counter, obtain a queue ticket at the Self Service Kiosk 1 at Visitor Services Centre, 4th storey of ICA Building, from Mon to Fri (8am to 4.30pm), Sat (8am to 12.30pm) with the following documents:

(i) A letter from the student about the cancellation of the Student's Pass;

- (ii) Student's valid travel document;
- (iii) The Student's Pass Card (IMM Form 17A);
- (iv) Student's Visit Pass and Disembarkation/Embarkation Card; and
- (v) A duly completed Disembarkation/Embarkation Card (IMM Form 27A), where applicable (will be provided at ICA counters).

(F) CHANGE OF LOCAL ADDRESS

In accordance with the Immigration Regulations 19(3)(b), the foreign student is required to report any change their address in Singapore within 14 days of such change. The student who wish to report the change of their local address are required to submit their request via e-Update of Address. Schools can now login to Solar+, key in the new address, click on the submit button and within minutes will be informed of the outcome.

Applications for change of local address will not be accepted at the counters. However, applicants who are unable to submit online may deposit the Change of Address form into the **drop-box** located at the Student's Pass Unit near Counter 19. The processing time for such requests will be 2 weeks. Applicants will be notified of the outcome of their applications by post.

(G) REPLACEMENT OF LOST STUDENT'S PASS

Foreign students who have lost their Student's Pass and/or the Visit Pass and Disembarkation/Embarkation card are required to apply for a replacement within 7 days from the date of loss. The student is required to call in person at ICA Student's Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at Visitor Services Centre, 4th Storey of ICA Building, from Mon to Fri (8am to 4.30pm), Sat (8am to 12.30pm), with the following documents:

- (i) Valid travel document and a photocopy of the personal particulars page;
- (ii) A letter from the school stating that the applicant is currently a registered student of the school;
- (iii) eForm 16 duly completed and signed by the applicant; and
- (iv) Police report (original)

The processing time for first time replacement of lost cards will be two weeks while the processing time for second or subsequent losses will be 4 weeks.

(H) OTHER IMPORTANT INFORMATION

- (a) For the application of a Student's Pass, an applicant must be accepted into an approved full-time course. An applicant who wishes to take up a part-time course or a course conducted in the evening or weekend will **NOT** be eligible for a Student's Pass.
- (b) The applicant and school will have to furnish additional documents and information whenever necessary.
- (c) Official/Notarised translation of the documents is required if they are not in the English language.
- (d) All forms are to be duly completed and signed by the applicant and the school. No part of the form should be left blank or incomplete. If any section or part of the form is not applicable, it should be filled as 'Nil' or 'Not applicable (N.A.)'. Applications with incompleted 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, where applicable, are fulfilled.
- (f) The student shall not enter or be retained as a student in any other school or course other than that indicated on the Student's Pass.
- (g) 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.
- (h) ICA reserves the rights to verify the authenticity of the documents submitted in the application with the relevant issuing authorities or through the affiliated government agencies.
- (i) Information and application forms on Student's Pass application are available from the Immigration & Checkpoints Authority website at WWW.ICA.GOV.SG.

#Above information is extracted from the website of Immigration and Checkpoints Authority of Singapore.