Application for New Student's Pass

How to Apply?

Step 1: Fill in the Student's Pass application form legibly with basic/mandatory information. Submit required documents as stated, including a copy of passport biodata page with more than 6 months of validity and birth certificate (both original and English translated copy if applicable).

Step 2: After MDIS processes your application, you will receive the E-form from your country manager/ program coordinator for your verification and signature. No further amendments can be made once your E-form has been submitted and paid to Immigration & Checkpoints Authority (ICA). ***Kindly ensure that all information is accurate before signing.***

The general processing time for a new application is approximately four weeks upon the receipt of a duly completed application by the ICA, however, some applications may take a longer time to process.

Step 3: You will receive the outcome of the application via email from MDIS-Admission@mdis.edu.sg.

For approved application, you will receive the In-Principle Approval (IPA) letter. *The IPA letter serves as evidence of the grant of the Visa. You must present a copy of this letter with your valid passport at the Singapore Immigration Checkpoint for immigration clearance upon your arrival in Singapore.*

For rejected applications, you can submit an appeal to ICA through MDIS.

Note

All travel-related information can be found on ICA's Corporate Website:
https://www.ica.gov.sg/enter-transit-depart

Upon Arrival

Please inform MDIS of your arrival and provide a copy of your Social Visit Pass for MDIS to monitor your expiry date. MDIS will send a medical check-up email notification and ICA Terms & Conditions form after receiving your arrival notification. Please read, fill and sign the Terms & Conditions (T&C) form and send it back to MDIS. It takes 7 working days for SATA Jurong Clinic to dispatch your medical report after you have visited SATA Jurong Clinic for a medical check-up.

Completion of Formalities & Collection of Student's Pass

To complete the formalities, kindly ensure that you have:
1. Completed your Medical Check-up
2. Paid Issuance Fee (by MDIS)
3. Submitted the Terms and Conditions form to MDIS
4. An E-Appointment

On Appointment Day
1. Bring along
   - IPA Letter,
   - Passport,
   - Social Visit pass / SG arrival card (If applicable)
   - One recent passport-size colour photograph (with white background)
   - Any other documents as stated in the IPA letter

Please note that **you must collect your Student's Pass within 6 months from the date of your IPA letter or before course commencement, whichever is later;** failing which the IPA becomes void and your student pass will be considered as withdrawn.

Immigration & Checkpoints Authority of Singapore: www.ica.gov.sg

ICA Building
10 Kallang Road
Singapore 208718
(Besides Lavender MRT)
Phone: 6391 6100

Important Notes

Your social visit pass must remain valid until you collect your Student's Pass so that you do not overstay. You can check the stamped page of your passport by Singapore Immigration or Arrival Pass, which will indicate the duration of your stay.

Note: **Overstaying in Singapore is an offence**. Please use the link to extend your Social visit pass if need be.

Frequently Asked Questions

1. How do I complete formalities for my Student's Pass (STP)?

Answer: The MDIS Student Admissions team will send an email to you when your documents are ready for collection along with your appointment date.

For more details, you may wish to refer to your In-Principle Approval (IPA) letter, COMPLETION OF FORMALITIES FOR STP.

2. Must my medical examination be done in Singapore in order to apply for a Student's Pass?

Answer: For new applicants who are not in Singapore, the medical examination (if applicable) can either be done in their home country or Singapore by a qualified doctor. However, the medical examination required for subsequent renewal of the pass must be done in Singapore. The doctor must record and certify the results of the medical examination in the specified medical report form.

At the time of submission, the medical report should not be issued more than 3 months ago. If a medical report had been submitted to the Immigration & Checkpoints Authority or Ministry of Manpower not more than 2 years ago, there is no need to submit a new medical report. (Source from IPA Letter)

3. How much does it cost to get a Student's Pass? Is this included in the non-tuition fees? How can I pay for it?

Answer It cost $120 and this shall paid to Immigration & Checkpoint Authority. This is part of the registration fee and MDIS will pay to ICA for all new students.

4. I am progressing in my studies with MDIS. How can I renew my student pass?

Answer The progression team will conduct a class visit nearing the end of the current programme you are studying. During the visit, they will inform students of all the necessary information and supply all the necessary forms including the student's pass renewal forms.

5. I am joining MDIS from another institution. What should I do about my student pass?

Answer You will need to inform the institute of your previous studies to declare your attendance and class result through Immigration & Checkpoint Authority system after MDIS has initiated the declaration.

6. Does the student pass have a FIN number?

Answer Yes. Your FIN number will also be stated on your In-Principle Approval letter. This FIN number will remain the same throughout your stay in Singapore.

7. Can I stay in Singapore after my student's pass expire? What should I do if my next programme at MDIS starts after the expiry of my student's pass?

Answer You will need to cancel your Student's Pass before the expiry date. After cancellation, you will receive a Social Visit Pass letter which will indicate how long you can stay in Singapore. Please ensure that you have a valid pass throughout your stay in Singapore at all times.

8. I have a valid Dependent's Pass/Long Term Visit Pass. Do I still have to apply for a Student Pass?

Answer No. We will need to apply for a Letter of Consent from Immigration Checkpoint & Authority for the Dependent's Pass / Long Term Visit Pass holder.

9. Who should I contact if I have issues regarding my student's pass?

Answer You can contact MDIS through mdis-admission@mdis.edu.sg or your country managers.

10. I received a conditional offer from MDIS. But I will only be able to meet those conditions later. Should I apply for my Student's Pass now or should I wait until I have met those conditions?

Answer Student's pass application can be applied up to 6 months before the commencement date. If you can meet the conditions within 6 months, it is recommended to apply now.

11. If my application for a Student's Pass is approved, how and when can I collect my Student Pass?

Answer Please refer to the application steps.

12. My passport expires in the next 6 months. Can I apply for a Student Pass?

Answer No. You need more than 6 months of validity to apply for a student's pass.

13. What should I do if my application for a Student's Pass via SOLAR+ is rejected?

Answer You can submit an appeal for the rejected student's pass application to Immigration, Checkpoint & Authority through MDIS.

14. I have already completed my studies and will be leaving Singapore soon. What should I do with my STP?

Answer You need to cancel your Student's Pass **within 7 days from the completion of your studies.**

15. I have already returned to my home country upon completion of my studies. But I have forgotten to surrender my STP at the airport/checkpoint. What should I do?

Answer You have to mail back the Student's Pass card to MDIS and MDIS will surrender the student's pass card to Immigration, Checkpoint & Authority.

16. Is the duration mentioned on my SOLAR form the same as my course programme duration?

Answer Yes. The Student's Pass application duration is applied based on the course programme duration.

17. Do I need to pay a security deposit? How can I pay for it?

Answer You will need to pay if it is stated in the In-Principle Approval (IPA) letter.