

# STUDENT'S PASS APPLICATION FORM

*Kindly tick the application you are submitting:*

**NEW APPLICATION**

**NEW APPLICATION [TRANSFER STUDENTS]**

Transfer in Student, School Name: \_\_\_\_\_

**RENEWAL APPLICATION**

*\*(Renewal / Remodule / Change of Programme / Progression / Resumption)*

ICA Student pass application fees:

Processing Fee	SGD \$45
Issuance Fee	SGD \$90
<b>Total</b>	<b>SGD \$135</b>

## Important Notes

### New Applications

1. Kindly furnish the latest information for all fields.
2. You are required to attach copies of the following:
  - a) Passport bio-data page of the student.
  - b) A new coloured photograph with white background

### Renewal / Remodule / Resumption Applications

1. Renewal: Please fill in Sections A, B and C, with the attached eForm 16  
*If you are in Singapore, kindly submit your student pass cancellation form to your student's coordinator*
2. Remodule: Please fill in Sections A, B, C and D, with the attached eForm 16  
*If you are in Singapore, kindly submit your student pass cancellation form to your student's coordinator*
3. You are required to submit your renewal application to Student Service Centre / Country Manager **at least 4 weeks** before the expiry of your student's pass.
4. You are required to attach copies of the following:
  - a) Latest result slips
  - b) Copy of your digital student's pass or physical student's pass (front & back of card)
  - c) Passport bio-data page of the student.
  - d) A new coloured photograph with white background
5. For change of course, you are required to submit the applications at least 4 weeks before the commencement date of your course:
  - a) Copies of previous results slips have to be submitted together with this application
  - b) Your original student pass's will be cancelled and is subject to approval after re-submission for the newly applied course. Processing time and approval will take approximately 2 weeks

## SECTION A: STUDENT'S PARTICULARS

Name as in Passport	
FIN Number	
Local Contact Number	
Student Pass's Expiry Date	
Current Batch Number	
Current Course Start Date	
Current Course End Date	

## SECTION B: RENEWAL \*(Renewal/Remodule/Change of Programme/Progression/Resumption)

(Student Coordinator/Country Manager: Please attach Update Course Schedule)

**Students are required to attach a copy of student pass's cards/digital student's pass for cancellation.**

<input type="checkbox"/> CHANGE OF PROGRAMME - Please attach Change of Student Status Form	
<input type="checkbox"/> PROGRESSION - Please attach Update Course Schedule	
New Batch Number	
New Course Start Date	
New Course End Date	

## SECTION C: ACADEMIC RECORDS

The applicant has \*successfully/unsuccessfully complete his/her course in the preceding \*year/stage. Please attach Result Transcript. The Progress Report on the applicant is as follows:

SUBJECT	MARKS (%)	SUBJECT	MARKS (%)
OVERALL ATTENDANCE PERCENTAGE	%	APPLICANT CONDUCTS	*SATISFACTORY / UNSATISFACTORY

## SECTION D: REMODULE RECORDS

S/N	MODULE TITLE	FROM	TO
1			
2			
3			

\* Delete as appropriate by striking through

**INFORMATION REQUIRED FOR APPLICATION FOR A STUDENT' PASS (for eForms 16)**

**NOTE:**

- 1) All fields are mandatory (compulsory). Please indicate NA if it is not applicable.
- 2) Strictly use only English characters to avoid errors when submitting online.
- 3) Strictly use only **BLOCK LETTERS**. You are strongly encouraged to type the form to avoid delays of amendments.
- 4) Please note that your signature in this form **MUST BE** the same as your passport signature
- 5) The Institute shall not be responsible should the application be rejected due to omission of certain information by you.
- 6) Ensure all information is correct before signing the eform.
- 7) All dates in (DD/MM/YYYY) format.

**PARTICULARS OF APPLICANT**

Foreign Identification Number	Full Name (As appears in travel document)	Surname/Family Name
Alias (if any)	Sex	Nationality/Citizenship
Date of Birth	Country/Place of Birth	Province/State
Birth Certificate Number	Marital Status	Race
Religion	Occupation	Employment/Dependant's Pass Expiry Date (if any)

**Travel Document Details**

Type	Issue Date	Expiry Date
Travel Document Number	Country/Place of Issue	Issuing Authority

**Contact Information**

Email Address	Singapore Mobile Number (if available at time of application)
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**From 27 Feb 2023, only Digital Student's Pass (STP) will be issued**

Please provide a valid email address and Singapore mobile number of the pass holder\* to access the digital STP. Pass holders\* may retrieve the digital STP via Singpass if he or she has a valid Singpass account. For non-Singpass holders, one-time-passwords will be sent via SMS to the Singapore mobile number to retrieve the digital STP once the application is approved.

If the email address and Singapore mobile number provided does not belong to the pass holder\*, please ensure that:

- the pass holder\* is aware that the email address and mobile number provided will be used for retrieving the digital STP if the application is approved; and
- the owner of the email address and mobile number is aware that his or her email address and mobile number will be used for the retrieval of the digital STP.

\*Pass holder refers to the person who holds the STP if the application is approved.

**Residential Address in Singapore (if available)**

Postal Code	Block/House Number	Floor Number
Unit Number	Street Name	Building Name

**Applicant's Father Residential Status**

<input type="checkbox"/> Singapore Citizen	Father's NRIC Number
<input type="checkbox"/> Permanent Resident	
<input type="checkbox"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.)	Singapore number
<input type="checkbox"/> None of the above	
	Father's FIN

**Applicant's Mother Residential Status**

<input type="checkbox"/> Singapore Citizen	Mother's NRIC Number
<input type="checkbox"/> Permanent Resident	
<input type="checkbox"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.)	Singapore number
<input type="checkbox"/> None of the above	
	Mother's FIN

**List countries/places in which applicant has resided for one year or more during the last five years (starting from latest residential address)**

Country/Place	Period of Stay (From)	Period of Stay (To)
Address		

Country/Place	Period of Stay (From)	Period of Stay (To)
Address		

Country/Place	Period of Stay (From)	Period of Stay (To)
Address		

**Antecedent\***

Have you ever been refused entry into or deported from any country, including Singapore?	YES/ NO
Have you ever been convicted in a court of law in any country, including Singapore?	YES/ NO
Have you ever been prohibited from entering Singapore?	YES/ NO
Have you ever entered Singapore using a different Passport or Name?	YES/ NO
If any of the answer is "YES", please furnish details :	

**PART A**
**Applicant's Father**

Full Name (As appears in travel document)	Sex	Nationality/Citizenship
Date of Birth	Occupation	Singapore Mobile Number

**Applicant's Mother**

Full Name (As appears in travel document)	Sex	Nationality/Citizenship
Date of Birth	Occupation	Singapore Mobile Number

**(If applicable)**

<b>Applicant's Step Father</b>	Full Name (As appears in travel document)	Sex
Nationality/Citizenship	Date of Birth	Occupation
Singapore Mobile Number	NRIC Number (Citizen/PR)	Foreign Identification Number

<b>Applicant's Step Mother</b>	Full Name (As appears in travel document)	Sex
Nationality/Citizenship	Date of Birth	Occupation
Singapore Mobile Number	NRIC Number (Citizen/PR)	Foreign Identification Number

**PART B**
**Applicant's Spouse (if Applicable)**

Full Name (As appears in travel document)	Sex	Nationality/Citizenship
Date of Birth	Occupation	Singapore Mobile Number
* Citizen/PR/Resident/None	NRIC Number (Citizen/PR)	Foreign Identification Number

**PART C**
**Applicant's Natural Siblings 1**

Full Name (As appears in travel document)	Relationship	Nationality/Citizenship
Date of Birth	* Brother/Sister	Foreign Identification Number
	NRIC Number (Citizen/PR)	

**Applicant's Natural Siblings 2**

Full Name (As appears in travel document)	Relationship	Nationality/Citizenship
Date of Birth	* Brother/Sister	Foreign Identification Number
	NRIC Number (Citizen/PR)	

**Applicant's Natural Siblings 3**

Full Name (As appears in travel document)	Relationship	Nationality/Citizenship
Date of Birth	* Brother/Sister	Foreign Identification Number
	NRIC Number (Citizen/PR)	

**PART D**
**Applicant's Education Background (Include Courses Attended in Singapore)**

Name of School/College/University	Name of School/College/University	Language of Instruction
Country	Province/State	Highest Qualification
Educational Certificate Number	Period of Study From	Period of Study To

Name of School/College/University	Name of School/College/University	Language of Instruction
Country	Province/State	Highest Qualification
Educational Certificate Number	Period of Study From	Period of Study To

Name of School/College/University	Name of School/College/University	Language of Instruction
Country	Province/State	Highest Qualification
Educational Certificate Number	Period of Study From	Period of Study To

Name of School/College/University	Name of School/College/University	Language of Instruction
Country	Province/State	Highest Qualification
Educational Certificate Number	Period of Study From	Period of Study To

Name of School/College/University	Name of School/College/University	Language of Instruction
Country	Province/State	Highest Qualification
Educational Certificate Number	Period of Study From	Period of Study To

**PART E**
**Applicant's Employment History/Other Activities**

Name of Company	Country	Position Held
Nature of Duties	Period of Working From	Period of Working To

Name of Company	Country	Position Held
Nature of Duties	Period of Working From	Period of Working To

Name of Company	Country	Position Held
Nature of Duties	Period of Working From	Period of Working To



**PART F**

**Applicant's Financial Support**

<b>Applicant</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
<b>Applicant's Spouse (if applicable)</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
<b>Applicant's Father</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
<b>Applicant's Mother</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
Other financial Support (eg. scholarship, study loan, funds from relatives)	Yes / No
If yes, please furnish details (SGD)	

**PART G**

**Applicant's Father**

Marital Status	Marriage Certificate Number	Marriage Date
* DIVORCED/MARRIED/SINGLE/WIDOWED		
Divorce Certificate Number	Divorce Date	Custody of Applicant (if any)
		* FATHER/MOTHER/OTHERS

**Applicant's Mother**

Marital Status	Marriage Certificate Number	Marriage Date
* DIVORCED/MARRIED/SINGLE/WIDOWED		
Divorce Certificate Number	Divorce Date	Custody of Applicant (if any)
		* FATHER/MOTHER/OTHERS

**Applicant's Step Father**

Marital Status	Marriage Certificate Number	Marriage Date
* DIVORCED/MARRIED/SINGLE/WIDOWED		
Divorce Certificate Number	Divorce Date	Custody of Applicant (if any)
		* FATHER/MOTHER/OTHERS
Name of School/College/University	Highest Qualification	Educational Certificate Number
Country	Name of Company	Monthly Income (SGD)
Annual Income for Past 1 year (SGD)	Monthly CPF contribution (SGD)	

**Applicant's Step Mother**

Marital Status	Marriage Certificate Number	Marriage Date
* DIVORCED/MARRIED/SINGLE/WIDOWED		
Divorce Certificate Number	Divorce Date	Custody of Applicant (if any)
		* FATHER/MOTHER/OTHERS
Name of School/College/University	Highest Qualification	Educational Certificate Number
Country	Name of Company	Monthly Income (SGD)
Annual Income for Past 1 year (SGD)	Monthly CPF contribution (SGD)	

**PART H**
**Applicant's Spouse**

Marital Status	Marriage Certificate Number	Marriage Date
* DIVORCED/MARRIED/SINGLE/WIDOWED		
Name of School/College/University	Highest Qualification	Educational Certificate Number
Country	Name of Company	Monthly Income (SGD)
Annual Income for Past 1 year (SGD)	Monthly CPF contribution (SGD)	

**DECLARATION BY APPLICANT**

I hereby declare that all the particulars furnished by me in this application are true and correct.

I undertake not to study without a Student's Pass.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the Student Pass has been issued.

I further undertake not to be engaged in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I give my consent for your department to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for immigration facilities.

**I have read and agreed to the declaration, and I authorized the Management Development Institute of Singapore (MDIS) to submit the application for student pass online on my behalf.**

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Date

Signature of Applicant