



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 email you the ICA appointment date and time to complete your Student Pass formalities.

On the appointment date, proceed to the ICA Building (2 Crawford Link, Level 3, Singapore 207218). The digital Student's Pass will be issued upon completion of formalities.

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 point of submission, the medical report must not be more than 3 months old.

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: The Student's Pass application fee is \$135 (processing and issuance fees). This is included in your registration fee and MDIS will pay ICA for all new students on your behalf.

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

Answer: Near the end of your current programme, the Progression Team will conduct a class visit to provide all the necessary information and 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 need to ask your previous institution to declare your attendance and academic results through the ICA system after MDIS has initiated the declaration.

6. Does the student pass have a FIN number?

Answer: Yes. Your FIN (Foreign Identification Number) will be stated on your In-Principle Approval (IPA) letter. This 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 must cancel your current Student's Pass before it expires. After cancellation, you will be issued a Social Visit Pass letter indicating how long you may remain in Singapore. Ensure that you always hold a valid pass throughout your stay.

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

Answer: No. You generally do not need to apply for a Student's Pass if you hold a valid Dependent's Pass (DP) or Long-Term Visit Pass (LTVP) and are pursuing full-time, non-religious studies in Singapore.

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

Answer: You can reach out to:

- Your Country Manager
- Your Course Coordinator
- Student Concierge at MDIS, Blk A, Level 1
- Or email MDIS Student Admission at mdis-admission@mdis.edu.sg

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: You can submit your Student's Pass application up to 2 months before the course commencement date. If you are confident that you can meet the conditions within this period, it is recommended to apply now rather than wait.

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 ICA website under Student's Pass – Collection of Student's Pass for the latest instructions. <https://www.ica.gov.sg/reside/STP/collect>

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

Answer: No. Your passport must have at least 6 months' validity at the time of application to be eligible for a Student's Pass.

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

Answer: You may submit an appeal for a rejected Student's Pass application to ICA through MDIS.

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

Answer: If you have completed your studies and are leaving Singapore permanently, you are required to cancel your current Student's Pass before its expiry date to ensure that you remain legally in Singapore. To do so, you need to fill up the Student's Pass cancellation form and submit it to your course coordinator at least seven days before your pass expires. When submitting the form, you should include a copy of your digital Student's Pass and a copy of your passport bio-data page.

If you were issued a physical Student's Pass card, you must surrender it to the ICA officer at the immigration checkpoint when you depart Singapore. This ensures that your pass is properly cancelled and that there are no immigration issues after you leave.

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: If your Student's Pass was not cancelled prior to departure, you should immediately arrange for cancellation via the ICA e-Services portal through the school. If you still possess the physical card after cancellation, it must be returned to ICA by registered mail to the Student's Pass Unit at the ICA Building, 2 Crawford Link, Level 3, Singapore 207218.

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

Answer: Yes. The duration of the Student's Pass is based on the course programme duration.

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

Answer: You only need to pay a security deposit if it is specified in your In-Principle Approval (IPA) letter. Payment instructions will also be included in the IPA.

Added:

Q: What happens if I overstay after my Student's Pass expires?

Answer: Overstaying is a serious immigration offence under ICA regulations and may result in fines, penalties, prosecution, or future entry restrictions. Students must ensure that they always hold a valid immigration pass while in Singapore.