You must obtain a valid Student’s Pass (STP) issued by the Singapore Immigration & Checkpoint Authority (ICA) before course commencement of your full-time diploma course at Temasek Polytechnic.

You are advised to submit the application for your STP two months before course commencement as some applications may take a longer processing time. The April 2016 intake will commence on 25 April 2016.

STEP 1 - Email Confirmation - *This is compulsory before you can apply for your student pass online*

1.1 You are required to send an email to International Students Office at email address ‘isohotline@tp.edu.sg’ to request for a Student’s Pass On-Line Application and Registration (SOLAR) Application Number.

   a) Please title your email subject heading as “New Student’s Pass_ Your Full Name”.

   b) Please provide the following information:

      i) Full Name  
      ii) Gender  
      iii) Nationality 
      iv) Date of Birth
      v) Course admitted into: eg, Diploma in ETCM (Electronics/Media & Comm/Computer Eng/Microelectronics)
      vi) Your Temasek Polytechnic Admission Number: eg, 1600123A
      vii) Singapore contact number (if any).

   c) Please attach a scanned copy of your passport page (not exceeding 2 MB) where it contains your passport photograph and personal details. Your STP will be applied using your name as reflected in your passport. Kindly ensure that your passport have a validity period of at least 6 months.

1.2 Once we received your email request together with scanned copy of your passport, we will reply to you via email within 5 working days. You will be given a SOLAR application number for you to submit your online application for STP at the ICA website.

STEP 2 - Online Application for STP - *To be completed by Student*

2.1 For detailed information on the online application procedures, please refer to Annex 1.

2.2 A processing fee of $30 is required for every application submitted to ICA. The payment can be made by credit/debit card or internet banking. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission.

2.3 Processing time

As the peak period is around March and April, applications may take a longer time to process. Students are strongly advised to submit their online applications early.
Upon successful submission of your STP application, ICA will require at least 5 working days to process your application for foreigners who do not require a visa to enter Singapore. For foreigners who require a visa to enter Singapore, the processing time is 10 working days. Some applications may take a longer time to process.

2.4 Visa
Successful applicants will be issued with an in-principle approval (IPA) letter by ICA through Temasek Polytechnic. For applicants who require a visa to enter Singapore, a visa will be incorporated in the IPA letter. Students need not apply for a separate visa and may enter Singapore by producing the IPA letter at the checkpoints.

2.5 If you wish to enter Singapore prior to the issuance of the IPA letters, you are advised that in the event that your STP application is rejected by ICA, you will not be able to commence your course of study at Temasek Polytechnic and will need to make arrangements to leave Singapore at your own cost.

STEP 3 - Collection of IPA Letter

3.2 Temasek Polytechnic will send the scanned copy of the IPA letter to you by email.

STEP 4 - Formalities at ICA - To be completed by Student in Singapore

4.1 You are required to go personally to ICA Building for completion of formality. All completion of formality is strictly by e-appointment only. Please use e-appointment facility (https://eappointment.ica.gov.sg/ibook/index.do) to select your preferred date and time to complete formalities.

On the date of the appointment, please proceed to the Self-Service Ticketing Kiosk 3 located at Visitor Services Centre, 4th Storey, ICA Building to obtain a queue ticket. Please be punctual for your appointment.

4.2 You are required to furnish the following documents for completion of formalities at ICA:

a) Your valid passport.
b) A copy of your passport particulars page.
c) Your Disembarkation/Embarkation card, granted on entry into Singapore. If you are currently residing in Singapore on other long term passes, you are required to bring along that pass.
d) One recent colour passport-sized photograph (taken on white background).
e) The printout of eForm 16* submitted through SOLAR (duly signed by the applicant).
f) The IPA letter, and
g) The ICA medical report form + certified true copy of X-ray report + original lab report for HIV (refer to page 3 on Information on ICA Medical Requirement).
* The eForm16 is the printout of your online application for student’s pass.

4.3 Students are required to ensure their own valid stay in Singapore at all time as the Student’s Pass will only be issued not more than one month before the commencement of the course at Temasek Polytechnic.
STEP 5 - Collection of Student’s Pass from ICA - To be completed by Student in Singapore

5.1 A $60 issuance fee is payable for every STP issued. A further $30 multiple-entry visa fee will be charged for visa required nationals. The fee will be collected at the time of collection of the Student’s Pass.

STEP 6 - Submission of photocopy of STP to Student Services & Admissions Office, TP - To be completed by Student

6.1 Please refer to the big white Envelope A found in your enrolment package. Under point A7, where you are requested to submit a photocopy of your STP (issued by ICA to study in TP).

If you have NOT collected your STP from ICA, you are strongly advised to submit the other enrolment documents first. You could submit the photocopy of your STP at a later date AFTER you have obtained your STP from ICA.

6.3 Should you receive reminder letters from Admissions Office to inform you to submit the photocopy of your STP, please send an email to admissions@tp.edu.sg to inform them of the expected time which you will be submitting the photocopy of your STP to the Student Services.

6.4 It is important that you must submit the photocopy of your STP to Temasek Polytechnic as the FIN number (in your STP) is needed for the printing of your Tuition Grant Agreement and for application of the student travel concession (EZ-link) card.

Information on ICA Medical Requirement

1. For a list of the clinics that you may go to for your medical check-up, please refer to the website at http://www.singhealth.com.sg/PatientCare/GP/Pages/Home.aspx.

Please refer to the table below to ensure that you submit the correct documents to the relevant party:

<table>
<thead>
<tr>
<th>No.</th>
<th>Submit to ICA</th>
<th>Submit to TP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ICA Medical Report Form</td>
<td>TP Medical Report Form (part 1 &amp; 2). For details refer to page 3 of your enrolment guide.</td>
</tr>
<tr>
<td></td>
<td>A blank copy is found on page 7/7.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>X-ray Report Form (certified true copy)</td>
<td>X-ray Report Form (original)</td>
</tr>
<tr>
<td></td>
<td>To be submitted to ICA (refer to step 4, point g on page 2/7).</td>
<td>To be submitted together with your enrolment documents (refer to point A3 in the Checklist ‘A’ envelope found inside your Enrolment package).</td>
</tr>
<tr>
<td>3</td>
<td>HIV Lab Report</td>
<td>N.A.</td>
</tr>
</tbody>
</table>
2. **Students who are currently overseas**

If you have never resided in Singapore on any long term immigration passes previously, you may choose to do your medical examination and HIV test in your home countries or in Singapore. For those medical reports done in your home country, the doctor must be registered with Singapore Medical Council.

An official translation of the laboratory reports is required if it is not in English. Please note that all laboratory reports submitted to the ICA should be within 3 months from the date of the issue of the reports.

Please note that if you choose to do your medical checkup in your home country, you will still be required to undergo another medical checkup in Singapore for the medical report to be submitted to TP.

To save cost, we recommend that you complete your medical checkup for both ICA and TP in Singapore.

3. **Students who are residing in Singapore**

If you were a previous student’s pass holder who had studied in Singapore and your previous medical report submitted to ICA was less than 2 years from today, you do not have to ask the doctor to fill in your medical details in your ICA medical report form. You are only required to make a declaration at the bottom page of your ICA medical report form.

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**Enquiries**

For further enquiries on student’s pass matters, please contact the International Students Office at:

- **Address**: Temasek Polytechnic, International Students Office, 21, Tampines Avenue 1, Blk 30, Level 1, Unit 4, Singapore 529757
- **Email address**: isohotline@tp.edu.sg
- **Telephone number**: 65 – 6780 5970
- **Office hours**: 9.00 am to 5.30 pm from Mondays to Fridays
  (Closed on weekends and public holidays)
HOW TO APPLY STUDENT’S PASS ONLINE


Logon to www.ica.gov.sg
→ Under the ‘Visitors’ green box, click ‘Apply for Student’s Pass’.
→ Under ‘Popular eServices’, click ‘Student’s Pass Online Application and Registration’.
→ Scroll to the bottom of the page and click on the ‘Student’ box.

2. At the Student Login screen, key in the SOLAR number (given to you in your email sent to your TP student email a/c). Please ensure that you key your passport name into the ‘Name’ column.

3. Under Student Main Menu, click ‘Submit eForm 16’ to submit all your personal particulars online to ICA for processing. Please follow the instructions on the online system to proceed with your application.

4. After you have successfully submitted your eForm 16 online, please print a copy of your eForm. You are required to bring the eForm16 to ICA for completion of formalities (refer to details found in Step 4 of page 2/7).

Points to Note:

1. Under the section ‘Type of Travel Document Held’, please select ‘passport’ and key in your passport number and the date of expiry of your passport.

2. Please ensure that you provide your email address as ICA may contact you for additional information while processing your application.

3. Under ‘Residential Address in Singapore’, please key in your Singapore’s address and contact details. If you are currently not residing in Singapore, please provide Temasek Polytechnic address: 21, Tampines Avenue 1, Singapore 529757.

4. Key in the NRIC/FIN number of your parents only if they are Singapore Citizen/Singapore Permanent Residents or foreigners who are working or residing in Singapore.
5. Under the section ‘List countries in which applicant has resided for 1 year or more during the last 5 years’ (starting from the latest residential address),

i) you are required to indicate the country you have lived in for a period of one year or more starting from Jan 2011 till the present.

ii) Please give your complete address including the province (if any).

iii) If you have shifted house a few times within the same country, you only need to provide the latest address of that country.

The table below is a sample for your reference purpose only.

<table>
<thead>
<tr>
<th><em>Country/Place</em></th>
<th><em>Address</em></th>
<th><em>Period of Stay:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Singapore</td>
<td>Blk 844, Tampines St 84, #04-444, Singapore 529844</td>
<td>June 2013 (yyyy) To Feb 2016</td>
</tr>
<tr>
<td>China</td>
<td>No. 1, Baihua Street, Hong Mansion, Room 111, Xian, Shaanxi</td>
<td>Jan 2011 (yyyy) To June 2013</td>
</tr>
</tbody>
</table>

6. You are required to submit a soft copy of your recent passport-sized colour photograph which meets the following specifications:

i) JPEG format with a resolution of at least 2.0 megapixel

ii) File size of less than 60 Kbytes

iii) 400 x 514 pixels

iv) Image must show your full face with you looking directly at the camera against a white background with a matt or semi-matt finish.

v) Headgear worn in accordance with religious or racial custom is acceptable as long as it does not hide the facial features.

vi) Your photograph must be taken within the last 3 months.

7. A processing fee of $30 is required for every eForm 16 application submitted to ICA. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission. For online payment, you will need a Visa or Mastercard Credit/Debit Card or valid Internet Banking Account with Citibank, DBS/POSB or UOB (banks in Singapore).
**MEDICAL EXAMINATION REPORT**

For New Applicants:
1. The Medical Examination may be done in Singapore by any registered General Practitioner (GP). Applicants who are in their home countries/places of residence may have their Medical Examination and HIV test done in their home countries/places of residence at any medical clinic licensed to carry out such tests. If HIV testing is done in Singapore, it may be carried out with either rapid or ELISA tests.

For Renewal Applicants:
1. The Medical Examination MUST be done in Singapore by any registered GP. HIV testing may be done with either rapid or ELISA tests.

Notes for All:
1. This Medical Examination Report is to be completed by a registered doctor and returned to the examinee. The original copy of the laboratory report for HIV and the X-ray report must be attached to this Medical Examination Report only if the medical examination and testing is carried out overseas.
2. The laboratory report for HIV and the X-ray report submitted to the Immigration & Checkpoints Authority should be within THREE MONTHS from the date of the issue of the reports.

### I Personal Particulars

1. Name (as in the passport):
2. Sex: M / F
3. Date of Birth:
4. Nationality:
5. Passport No.:
6. FIN No. (if applicable):
7. Address in Singapore:

### II Medical Examination

I certify that the above-named has undergone a chest x-ray and the result of his/her chest X-ray is as indicated (with a [√]):

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TB (Chest X-ray)*</td>
<td>Any evidence of active TB detected?</td>
<td>[√]</td>
</tr>
</tbody>
</table>

*Pregnant Women are exempted from Chest X-Ray*

I certify that I have tested the above-named and the result of his/her HIV test is indicated below (with a tick [√]).

<table>
<thead>
<tr>
<th></th>
<th>Positive</th>
<th>Negative/Non-Reactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. HIV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Examining Doctor (IN BLOCK LETTERS):

Signature:

Clinic's Stamp & Address:

Date:

Telephone Number:

MCR no: ________________

**NOTE:** For persons screened overseas, the name in the laboratory report for HIV and the X-ray report must be according to the name shown in the Passport.

### DECLARATION

I, declare that the above is not applicable to me as

(name)

I have submitted a medical report** containing the above information to Immigration & Checkpoints Authority / Ministry of Manpower*** (not more than two years ago) when I was granted the

(pass type)

on (dd/mm/yy) valid till (dd/mm/yy).

Signature & Date

*** Those who were previously exempted from submitting the X-ray report because of pregnancy are required to submit a X-ray report certified by a Singapore registered GP, if you are not pregnant now. Delete where necessary.

**WARNING:** IT IS AN OFFENCE UNDER THE IMMIGRATION ACT

TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION

Version 4 (4 Oct 07)