

## NEW STUDENT'S PASS APPLICATION

FOLLOW UP ACTION AFTER ONLINE ENROLMENT FOR INTERNATIONAL STUDENTS

### STEP 1 – Email Confirmation – *This is compulsory before you can apply for your Student's Pass online.*

1.1	You are required to send an email to the International Students Office at: <a href="mailto:isohotline@tp.edu.sg">isohotline@tp.edu.sg</a> to request for a Student's Pass Application Number.
1.2	Please title your email subject as "New Student's Pass_Your Full Name".
1.3	Please provide the following information" <ol style="list-style-type: none"><li>1. Full Name:</li><li>2. Gender:</li><li>3. Nationality</li><li>4. Date of Birth: dd/mm/yyyy</li><li>5. Course admitted to: eg., Diploma in Aerospace Electronics</li><li>6. Your Temasek Polytechnic Admission Number: eg., 2000123A</li><li>7. Singapore contact number (if any):</li></ol>
1.4	Please attach a <u>scanned copy of your passport biodata page</u> (not exceeding 2 MB). Your name in your passport will be used to apply for your Student's Pass. Kindly ensure that your passport has a validity period of at least 6 months.

### STEP 2 – Online application for Student's Pass – To be completed by student

2.1	Once we have received your email request together with a scanned copy of your passport, we will reply to you via email within 5 working days. You will be given a Student's Pass Application Number to apply online for your Student's Pass at: <a href="https://eservices.ica.gov.sg/solar/index.xhtml">https://eservices.ica.gov.sg/solar/index.xhtml</a>
2.2	Click on Foreign Student button and login to SOLAR by entering the following: Student's Pass Application No.: eg., PT-2021-APR20212000123A Full name: as shown in your passport Sex: Nationality: Date of birth: dd/mm/yyyy
2.3	Submit <b>eForm 16</b> and print a copy after submitting for collecting your Student's Pass. Make an online non-refundable processing fee payment of \$30 for the application. Note: Payment of \$60 Student's Pass Issuance fee, and \$30 Multiple-Entry visa fee for visa required nationals, where applicable. The fee is payable upon approval of your Student's Pass application. Please make the necessary payment to enable you to print the In-Principle Approval (IPA) letter. The IPA letter will indicate the relevant documents required by the successful applicant for completion of Student's Pass (STP) formalities before the STP card is issued to applicant.

2.4	<p>Note: If your name/ sex/ nationality/ date of birth reflected in the Student's Pass application is different from the name printed on your passport, do not submit eForm 16.</p> <p>Email <a href="mailto:isohotline@tp.edu.sg">isohotline@tp.edu.sg</a> immediately with a scanned copy of your passport, full name, admission number, and title your email subject as "Wrong name in Student's Pass application".</p>
2.5	<p>Check your Student's Pass application status via at <a href="https://eservices.ica.gov.sg/solar/index.xhtml">https://eservices.ica.gov.sg/solar/index.xhtml</a>. Processing time is generally within 5 to 10 working days.</p> <p>Immigration and Checkpoints Authority (ICA) will issue an In-Principle Approval (IPA) letter to successful applicants. You must present this letter with your valid passport for immigration clearance at the Singapore Checkpoint. If you require a visa, this IPA letter also serves as a pre-approved visa.</p>
2.6	<p>Download ICA Medical Examination Report form from the ICA website at <a href="https://www.ica.gov.sg/common/all-forms">https://www.ica.gov.sg/common/all-forms</a> (Visit Pass/Extension of stay/Student's Pass &gt; Medical Examination Report) if you have not done at TP Online Enrolment System. Bring this form for your medical examination.</p>

### Step 3: Offsite Enrolment for Completion of Formalities for Student's Pass

3.1	<p>Given the COVID-19 situation, please write to <a href="mailto:isohotline@tp.edu.sg">isohotline@tp.edu.sg</a> for an update on Completion of Formalities for Student's Pass.</p>
3.2	<p>Documents required for Completion of Formalities for Student's Pass:</p> <ol style="list-style-type: none"> <li>1. One <u>recent</u> coloured passport-sized photograph showing the full face taken on white background with matt or semi-matt finish, and taken less than 3 months. Headgear worn in accordance with religious or racial customs is acceptable but must not hide facial features.</li> <li>2. Disembarkation/Embarkation (D/E) card (granted on entry into Singapore) <u>OR</u> copy of electronic Arrival Card <u>OR</u> valid Student's Pass/ Long Term Visit Pass/ Dependent's Pass/ Employment Pass (if any)</li> <li>3. In-Principal Approval (IPA) letter</li> <li>4. Valid original passport and photocopy of passport bio-data page</li> <li>5. e-Form 16 printed from <a href="https://eservices.ica.gov.sg/solar/index.xhtml">https://eservices.ica.gov.sg/solar/index.xhtml</a> after online submission (duly-completed and signed by the applicant)</li> <li>6. Completed ICA medical examination report form in the prescribed format including the original copy of the laboratory report for chest X-ray and HIV (with translation if not in English). Medical laboratory report must not be issued more than 3 months prior to submission to ICA during the Completion of Formalities.</li> <li>7. Payment receipts made for Issuance fee (\$60) and if applicable, Multiple-Entry visa fee (\$30). Payments should be done online on approval of your Student's Pass application at <a href="https://eservices.ica.gov.sg/solar/index.xhtml">https://eservices.ica.gov.sg/solar/index.xhtml</a>.</li> <li>8. <u>One</u> copy of the Terms and Conditions of Student's Pass to be duly completed and signed, download from ICA website via the link:</li> </ol>

	<p><a href="https://www.ica.gov.sg/common/all-forms">https://www.ica.gov.sg/common/all-forms</a> (Visit Pass/Extension of stay/Student's Pass &gt; Terms and Conditions of Student's Pass)</p> <p>As ICA will be capturing your iris images, please <b>DO NOT</b> to wear colored, patterned or cosmetic contact lenses. Students are required to remove their glasses/spectacles before capturing of iris images.</p> <p>The above required documents are also mentioned in the In-Principle Approval letter.</p>
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**Step 4: Submit a photocopy of Student's Pass to Temasek Polytechnic, Student Services (to be completed by student).**

4.1	You are required to submit a list of documents to our Admissions Office on the reverse side of Envelope A found in the Enrolment Package.
4.2	<p>You are advised to submit the documents you have on hand first, while waiting for ICA to approve your Student's Pass application.</p> <p>Please write "Will submit a copy of Student's Pass on dd/mm/yyyy" on Item A6 of your Checklist A (in Envelope A). This is an estimated date that our Admissions Office can expect to receive your Student's Pass.</p> <p>For international students who have previously studied in Singapore, please submit a copy of your <u>Student's Pass issued under Temasek Polytechnic</u>, and not your secondary school.</p>
4.3	Should you receive reminders from Admissions Office, please send an email to <a href="mailto:admissions@tp.edu.sg">admissions@tp.edu.sg</a> to inform on the estimated date to receive your Student's Pass.
4.4	You are required to submit a copy of your Student's Pass as we need to key-in your FIN number on your Student's Pass before you can apply for Tuition Grant and Student Concession card to pay for travel on buses, MRT and LRT.