

**Application For A Student's Pass To Study In An
Approved Private Education Organization: City Harvest Bible Training Center**

(A) ELIGIBILITY

A foreigner is required to apply for a Student's Pass if he/she wishes to pursue full-time studies in Singapore in a CaseTrusted/CaseTrust-Exempted private education organization (PEO) that is registered with Ministry of Education (MOE).

With the Economic Development Board (EDB)'s launch of the new initiatives under the Education Excellence Framework, from 1 September 2005, all PEOs will need to be awarded with the CaseTrust for Education to offer school placement for international students.

With effect from 1 September 2005, Student's Pass applications will be accepted only if they are for international students who are enrolled in a CaseTrusted/CaseTrust-Exempted PEO. Please see <http://www.case.org.sg/casetrust5.htm> for details on the CaseTrust for Education scheme and the list of CaseTrusted institutions.

(B) NEW APPLICATIONS

New applications must be submitted at least two months and not more than six months from the course commencement date. Applicants are not required to be present in Singapore while their applications are being considered. Hence, applicants are advised to apply for a Student's Pass outside of Singapore as no extension of stay will be considered while the applications are under processing.

Applicants are advised to enter Singapore to complete the formalities for the issuance of a Student's Pass only after their applications have been approved. They will be issued with Student's Passes within one month from the course commencement date.

(i) Submission

With effect from 1 June 2007, new applications are to be submitted via the **Student's Pass OnLine Application & Registration+ (SOLAR+)** system at <https://solarplus.ica.gov.sg/solarplus-ica/index.do>.

New applications by PRC nationals, who are above 19 years old (i.e, passed their 19th birthday at the time their applications are submitted to ICA) and wish to attend a language, commercial, vocational or fine arts non-graduate/postgraduate degree course will be routed to the **Singapore Embassy in Beijing** for processing before routing to ICA for assessment.

(ii) Processing Time

The general processing time for a new application is about four weeks upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process. The local sponsor and PEO will be notified of the outcome by post.

The following additional documents are required to be submitted if:

(I) Applicant is a national from the visa-required countries:

- (a) Documentary proof of financial ability in the form of bank statements/ fixed deposit accounts/ saving accounts (photocopy).

(E) LOCAL SPONSOR

The school is **Not Allowed** to be the local sponsor from 15 December 2008.

(F) SECURITY DEPOSIT

Where applicable, a security deposit may be required upon approval of the application. The security deposit will be required from the applicant. Applicants are advised to request for a receipt for any payment made to the school.

The amount of security deposit can be seen in the table below:

	Country	Form of Security Deposit	Rate per Person
(i)	Bangladesh, Myanmar, People's Republic of China & India	Banker's Guarantee from any established bank in Singapore	S\$5,000/=
(ii)	Indonesia, Philippines & Thailand	Banker's Guarantee from any established bank in Singapore	S\$1,000/=
(iii)	Others		S\$1,500/=

Exemption from the requirement to furnish a security deposit: Malaysians/ Brunei nationals; Holders of valid Dependant's Pass, long term Social Visit Pass and work pass; Children/Spouse of Singapore Citizens/Permanent Residents; Foreign students who study in kindergartens registered with MOE/childcare centres licensed by MCYS; Foreign students who attend a full-time course at an approved PEO that is awarded the SQC(PEO) status by SPRING, Singapore; and Foreign students who pursue a full-time university degree (Graduate/Post-Graduate) programme, except for the University of London (UOL) tuition programme, at an approved PEO.

(G) FEES

The fee for a Student's Pass is \$40/= per year or part thereof. If an applicant requires a visa to enter or stay in Singapore beyond the visa-free period, he/she will need to pay an additional fee of \$20 for a single-entry visa. A further \$20 may also be payable for a multiple-entry visa with the issue of the Student's Pass. The fee is payable when the successful applicant completes the formalities to for the issuance of a Student's Pass. Please make payment by **NETS, CashCard or EZ link cards**.

(H) CANCELLATION OF STUDENT'S PASSES

Foreign students are required to surrender their Student's Passes for cancellation within seven days from the date of cessation or termination of their study. The student/local sponsor/school is to submit the following documents to the Student's Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at Visitor Services Centre, 4th storey of ICA Building, from Mon to Fri (8am to 4.30pm) Sat (8am to 12.30pm):

- (i) A letter from the student/local sponsor about the cancellation of the Student's Pass;
- (ii) Student's valid travel document;

- (iii) Checkout Slip
- (iv) The Student's Pass Card;
- (v) Student's Visit Pass and Disembarkation/Embarkation Card; and
- (vi) A duly completed Disembarkation/Embarkation Card (IMM Form 27A).
- (vii) Furnish details of departure eg. ferry/flight for Student's Pass holders who have furnished security deposits to facilitate refund

(J) CHANGE OF LOCAL ADDRESS

In accordance with the Immigration Regulations 19(3)(b), the foreign student is required to report any change in his/ her address in Singapore within 14 days of such change. The student or the local sponsor who wish to report the change of their local address are required to submit their request with the following documents to effect the change of address:

- (i) Valid travel document and a photocopy of the personal particulars page;
- (ii) Student's Pass card;
- (iii) Visit Pass and Disembarkation/Embarkation card; and
- (iv) Report of Change of Address form duly completed and signed by the student (available at the Information Counter).

Applications for change of local address will not be accepted at the counters. Such applications can be deposited into the **drop-box** (located in front of Counter 25) at the Student's Pass Unit. The processing time for such requests will be 2 weeks. Applicants will be notified of the outcome of their applications by post.

(K) REPLACEMENT OF LOST STUDENT'S PASS

Foreign students who have lost their Student's Pass and/or the Visit Pass and Disembarkation/Embarkation card are required to apply for a replacement within 7 days from the date of loss. The student is required to call in person at ICA Student's Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at Visitor Services Centre, 4th Storey of ICA Building, from Mon to Fri (8am to 4.30pm), Sat (8am to 12.30pm), with the following documents:

- (i) Valid travel document and a photocopy of the personal particulars page;
- (ii) A letter from the school stating that the applicant is currently a registered student of the school;
- (iii) Form 16 duly completed and signed by the applicant; and
- (iv) Police report (original)

The processing time for first time replacement of lost cards will be two weeks while the processing time for second of subsequent losses will be 4 weeks.

(L) OTHER IMPORTANT INFORMATION

(a) For the application of a Student's Pass, an applicant must be accepted into an approved full-time course. An applicant who wishes to take up a part-time course or a course conducted in the evening or weekend will **NOT** be eligible for a Student's Pass.

(b) The applicant, local sponsor and school will have to furnish additional documents and information whenever necessary.

(c) Official/Notarised translation of the documents is required if they are not in the English language.

(d) All forms are to be duly completed and signed by the applicant, the local sponsor and the school. No part of the form should be left blank or incomplete. If any section or part of the form is not applicable, it should be filled as 'Nil' or 'Not applicable (N.A.)'. Applications with incomplete forms or documents will **NOT** be accepted for processing.

(e) Applicant needs to call in person with a valid immigration pass to collect the Student's Pass only after the application has been approved. Student's Pass will only be issued if the conditions as stipulated in the In-Principle Approval letter, where applicable, are fulfilled.

(f) The student shall not enter or be retained as a student in any other school or course other than that indicated on the Student's Pass.

(g) ICA may share your personal information with other government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.

(h) ICA reserves the rights to verify the authenticity of the documents submitted in the application with the relevant issuing authorities or through the affiliated government agencies.

(i) Information and application forms on Student's Pass application are available from the Immigration & Checkpoints Authority website at WWW.ICA.GOV.SG.