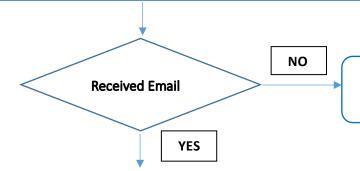# FLOW CHART FOR STUDENT'S PASS APPLICATION
# (FOR INTERNATIONAL STUDENTS ONLY)

**IMPORTANT!**

All International Students must have a valid pass to study in SOT

- SOT will email you the Registration Acknowledgement Slip containing your Student's Pass application login details
- Ensure the login details are correct. If not, email the staff in-charge

**Received Email** → **NO**
- Check your email regularly
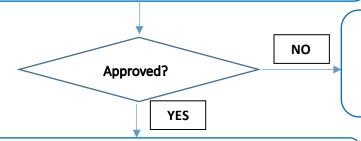- Check your junk/spam mailbox

↓ **YES**

Fill up eForm 16 & eForm V36 @ ICA website within 3 working days: https://eservices.ica.gov.sg/solar (click on "Foreign Student")

- Pay Processing Fee of S$30 (non-refundable) @ ICA website https://eservices.ica.gov.sg/solar by credit card or Internet Banking only
- An acknowledgement page will be shown to indicate the successful submission of your application

**IMPORTANT!**
- Once you have uploaded your photo, do NOT make any payment
- Notify us via email after completing your online application
- We will inform you whether to proceed with the online submission and payment or edit eForm 16

Do check your application status in about 2 week's time @ ICA website and enter the information required (click on "View Application Status")

**Approved?** → **NO**
- Continue to monitor your status
- Provide additional documents as requested by ICA Consider reapplying the Student's Pass application if rejected

↓ **YES**

Pay Issuance Fee of S$60 and $30 multiple-entry visa @ ICA website by credit card or Internet Banking only

<u>After you have arrived in school</u>
- Briefing on medical report and Security Deposit
- The school will arrange the e-appointment for your STP collection with the Immigrations

Print out In-Principle Approval Letter (IPA) @ ICA website (click on Print Outcome Letter). This will serve as your Entry Visa to enter Singapore