

# **INSTRUCTIONS FOR STUDENT'S PASS APPLICATION**

Please take personal responsibility to complete the following steps:

**STEP 1: Upload a copy of your PASSPORT BIODATA PAGE and one PASSPORT SIZE PHOTO in JPEG format (white background) to the SOT online registration form.**

Example:



**STEP 2: Ensure that the information on the “Registration Acknowledgement Slip” is strictly according to your passport.**

- Name (E.g. ensure your middle name is registered)
- Nationality
- Date of Birth
- Gender

## **IMPORTANT!**

Please notify the SOT staff in-charge immediately via email if there are any errors. ICA reserves the right to reject your application should there be any error.

**STEP 3: Go to the [ICA website](#) and click on "Foreign Student" button.**

**STEP 4: Log in using the details on the Acknowledgement Slip to fill up your Student's Pass application.**

- Student's Pass Application Number
- Full Name (as appears in travel document)
- Sex/Gender
- Nationality
- Date of Birth

Note: Click "Login" after filling up the entries.

**STEP 5: Complete eForm16 & eForm V36, and upload supporting document (e.g. Passport Size Photo) within 3 working days.**

**IMPORTANT!**

- Fill up **ALL** fields that are applicable to you. Your application may be rejected if the forms are not completely filled up.
- Please be careful and be sure to fill up the information accurately as amendments are **NOT** allowed after you have made payment.