INSTRUCTIONS FOR ICA FORM (eForm 16)

A. Particulars of Applicant

1. Foreign Identification No. (Leave blank if you do not have)
2. Full Name (As appears in travel document)
3. Surname/Family Name (This may be a mandatory for some nationalities. Enter as shown in your passport)
4. Alias (Leave blank if you do not have)
5. Sex/Gender
6. Nationality
7. Date of Birth
8. Country of Birth
9. Province/State (Applicable for China and India only)
10. Birth Certificate No.
11. Marital Status
12. Race
13. Religion
14. Occupation
15. Expiry Date of Employment/Dependent's Pass (Leave blank if you do not have)

B. Travel Document Details

1. Type (Most students will travel with "International Passport")
2. Travel Document No. Held (Enter your Passport number)
3. Issue Date of Travel Document
4. Expiry Date of Travel Document
5. Country of Issue of Travel Document
6. Place of Issue of Travel Document

C. Contact Information

1. Email Address
2. Singapore Mobile No. (Leave blank if you do not have)

D. Residential Address in Singapore

(Unless you are currently residing in Singapore, you can leave this blank)

1. Postal Code
2. Block/House No.
3. Floor No.
4. Unit No.
5. Street Name
6. Building Name

E. Applicant's Father's Residential Status/Applicant's Mother's Residential Status

Parents' Residential Status:

- Select "**None of the above**" unless your parents are Singapore Citizen or Singapore Permanent Resident (S'pore PR) or staying in Singapore.
- For S'pore Citizen and S'pore PR, you must provide their NRIC No.
- FIN No. is to be provided if your parents are working/staying in Singapore but not a Singapore Citizen or S'pore PR).

F. List countries in which applicant has resided for one year or more during the last five years (starting from latest residential address)

Have you resided in any country for one year or more during the last five years? Click YES.

1. Country/Place
2. Period of Stay from
3. Period of Stay to
4. Address

Note: Put in your home address if you've lived in the same address since birth.

G. Antecedent of Applicant (Four questions)

If any of your answers is 'Yes', give details in the box below.

H. Declaration by Applicant

1. Put a tick [√] on the check box after reading the declaration.
2. Click "Save eForm" and then click "Next" to go to the next page.

INSTRUCTIONS FOR ICA FORM (eForm V36)

A. Applicant's Parents

1. Full name (As appears in travel document)
2. Date of Birth
3. Nationality
4. Occupation (Choose "Other" and indicate deceased if either of the parents is not around)
5. Residential Status in Singapore

Parents' Residential Status:

- Select "**None of the above**" unless your parents are Singapore Citizens or Singapore Permanent Residents (S'pore PR) or staying in Singapore.
- For S'pore Citizen and S'pore PR, you must provide their NRIC No.
- FIN No. is to be provided if your parents are working/staying in Singapore but not a Singapore Citizen or S'pore PR).

B. Stepparents (If Applicable)

1. Relationship
2. Full name (As appears in travel document)
3. Date of Birth
4. Nationality
5. Occupation (Choose "Other" and indicate deceased if either of the stepparents is not around)
6. Residential Status in Singapore

Stepparents' Residential Status:

- Select "**None of the above**" unless your stepparents are Singapore Citizen or Singapore Permanent Resident (S'pore PR) or staying in Singapore.
- For S'pore Citizen and S'pore PR, you must provide their NRIC No.
- FIN No. is to be provided if your stepparents are working/staying in Singapore but not a Singapore Citizen or S'pore PR).

C. **Applicant's Spouse (If Applicable)**

1. Full name (As appears in travel document)
2. Date of Birth
3. Nationality
4. Occupation (Choose "Other" and indicate deceased if spouse is not around)
5. Residential Status in Singapore

Spouse's Residential Status:

- Select "**None of the above**" unless your spouse is a Singapore Citizen or Singapore Permanent Resident (S'pore PR) or staying in Singapore.
- For S'pore Citizen and S'pore PR, you must provide an NRIC No.
- FIN No. is to be provided if your spouse is working/staying in Singapore but not a Singapore Citizen or S'pore PR).

D. **Applicant's Siblings (If Applicable)**

1. Name (As appears in travel document)
2. Relationship
3. Nationality
4. Date of Birth
5. Residential Status in Singapore

Siblings' Residential Status:

- Select "**None of the above**" unless your sibling is a Singapore Citizen or Singapore Permanent Resident (S'pore PR) or staying in Singapore.
- For S'pore Citizen and S'pore PR, you must provide an NRIC No.
- FIN No. is to be provided if your sibling is working/staying in Singapore but not a Singapore Citizen or S'pore PR).

E. Applicant's Educational Background (Include Courses Attended in Singapore)

> **IMPORTANT!**
>
> - **DO NOT** tick [√] at the check box "I do not have any information to declare for Part D".
> - You are required to indicate at least **TWO** educational information.

1. Name of Schools/Colleges/Universities (In Chronological Order)
2. Name of Native School/College/University
3. Language of Instruction
4. Country
5. Province/State
6. Highest Educational Qualification (Academic/Professional) (If Honours Degree, state of class/Division)
7. Educational Certificate No. (Do not leave it blank. If there is any legitimate reason, briefly indicate under the box (Remarks/Explanation)
8. Period of Study From and Period of Study To

Note: Click "Add Education" if you need to update multiple educational information.

F. Applicant's Employment History/Other Activities (Include Practical Training, Industrial Attachment and Internship in Singapore)

1. Name of Companies
2. Country
3. Position Held
4. Nature of Duties
5. Period of Working From and To
6. Remarks/Explanation (If any)

> **IMPORTANT!**
>
> - You need to account for your employment history from the day you graduated from school. E.g. You graduated in year 2000. However, your first employment started in 2003.
> - Under the box "Remarks/Explanation (if any)" you have to account for the period from 2001-2002 and give the reason for non-employment. E.g. Volunteered at XXX company/church/institution or backpack travelling, etc.

G. **Applicant's Financial Support**

> **IMPORTANT**
>
> - **DO NOT** leave any blanks in Part E. You are required to fill up this portion.
> - **CONVERT** overseas currency to Singapore dollars.

1. Applicant's

   - Average Monthly Income for the past six months.
     - Add up six months of income and divide by six to get the average monthly income.
     - If there is no income, indicate zero.
   - Current Savings
     - If there is no savings, indicate zero.

2. Applicant's Spouse

   - Average Monthly Income for the past six months.
     - Add up six months of income and divide by six to get the average monthly income.
     - If there is no income, indicate zero.
   - Current Savings
     - If there is no savings, indicate zero.

3. Applicant's Father

   - Average Monthly Income for the past six months.
     - Add up six months of income and divide by six to get the average monthly income.
     - If there is no income, indicate zero.
   - Current Savings
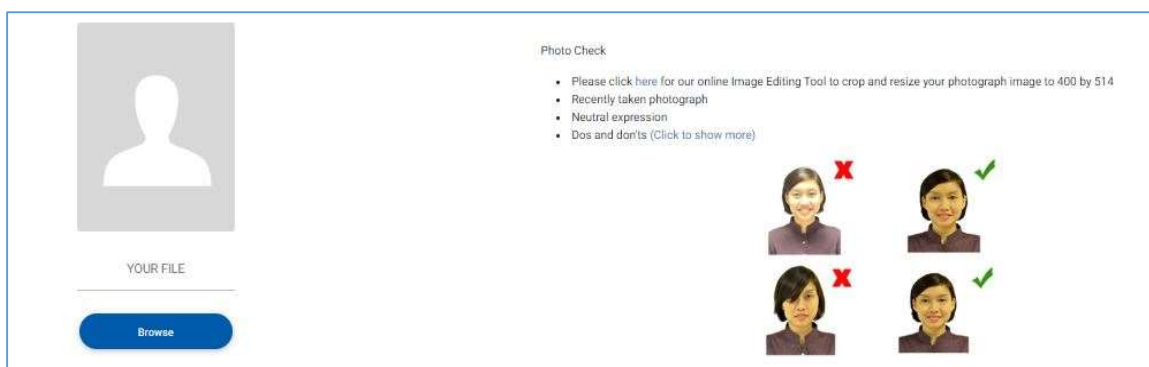   - If there is no savings, indicate zero.

4. Applicant's Mother

   - Average Monthly Income for the past six months.
     - Add up six months of income and divide by six to get the average monthly income.
     - If there is no income, indicate zero.
   - Current Savings
     - If there is no savings, indicate zero.

5. Other Financial Support (e.g. sponsorship, study loan, funds from relatives, etc.)

- Click <u>YES</u> if you have received finance support from the above mentioned.
- If yes, furnish details in SGD.
    - E.g.: School Fees SGD2247, Accommodation SGD3080 and Expenses SGD1500.

H. <u>Submit Photo</u>

GUIDELINES FOR UPLOADING DIGITAL PHOTO

1. Taken within the last three months.
2. Clear and in focus, 35mm wide by 45mm high, without any borders.
3. In colour, taken against a plain white background without shadows.
4. Avoid white headgear and plain white clothing (headgear worn in accordance with religious or racial customs is acceptable but must not hide any facial features).
5. Full face with the upper shoulders visible, facing forward with eyes open.
6. Hair must not cover the eyebrows or the eyes.
7. Even exposure (must not be taken under direct lighting).
8. Spectacle frames must not cover part of the eyes.
9. Spectacle lenses must not reflect or glare.
10. You must look at the camera with a neutral expression and with mouth closed. Your photograph image attachment file should: be in JPEG format; and not be more than 60 Kbytes.

IMPORTANT!

- <u>**ONCE**</u> you have uploaded your photo, <u>**DO NOT**</u> make any payment yet.
- Kindly notify us via email after completing your online application. We will inform you when to proceed with the online submission and payment.
- Be careful and make sure you fill up the information accurately as amendment is **NOT** allowed after you have made the payment.