

## Student Pass Application



\* Student's pass is a compulsory document for ID Verification in SMU.

\*\* It might take up to 5 working days for collection of medical report. It varies from clinic to clinic.

In accordance with the Immigration Act, any foreigner who is not a Singapore Permanent Resident and wishes to study at SMU is required to apply for a student's pass (STP).

SMU will advise you by email on the student's pass application procedures. After receiving the email, please log on to the SOLAR system on the Immigration & Checkpoints Authority (ICA) website, with your assigned SOLAR application number and your personal particulars. Once you have logged on to the system, you may proceed to complete the student's pass application form (Form 16) and submit the application online to ICA for processing.

Please ensure that you read through the FAQs before you proceed to apply online. The FAQs are available at the ICA website.

We will keep in touch with you via email throughout the student's pass application process until you arrive safely in Singapore. Hence, please ensure that you check and clear your mailbox regularly.

Here are a few things to note for your student's pass application:

### Uploading your photo

Students are required to attach a digital photograph when submitting their student's pass application through SOLAR.

### Processing fee

A processing fee of S\$30 is required for every application submitted to ICA. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission. For submission via SOLAR, please make payment by credit / debit card or internet banking (Citibank, DBS / POSB or OUB).

**Issuance fee**

A S\$60 issuance fee is charged for every STP issued. A further S\$30 multiple-entry visa fee is required for some nationalities. The fee is payable when the successful applicant collects the student's pass at the immigration office.

Payment of issuance fee is to be done prior to collection of STP. Upon receipt of the IPA letter, applicant can log on to the SOLAR website to pay issuance fee online prior to coming to ICA for completion of formality. Payment can be made by credit / debit card or internet banking.

Alternatively, the applicant can pay at the self-service kiosk at e-lobby located at the ground floor of ICA Building (payment by NETS or Cashcard).

Prior to the collection of student's pass, the applicant has to acknowledge a copy of the terms & conditions of Issue for Long Term Pass (LTP) card.

Please click [here](#) for a copy of the form.

**Completion of Formality (COF)**

All international students are required to make an e-appointment with ICA for the Completion of Formality (COF). Once you have confirmed your travel dates, please log on to SOLAR or the ICA website to arrange an e-appointment date as there are limited slots. Please note that:

- For undergraduates, you must book a date before the ID verification period as you will need to submit your student's pass for verification
- For postgraduates, you must book a date before your respective graduate offices' stipulated student card collection date
- You are only allowed to cancel your appointment online once

**Card collection at ICA**

Upon your arrival at ICA, you are required to scan your IPA letter at kiosk 3 located at Visitor Services Centre 4th Storey, ICA Building, to obtain a queue ticket. You are required to bring along the documents required for collection of the student's pass as stated in the IPA letter.

**Terms & conditions**

Each applicant is required to complete and sign the terms & conditions (T&Cs) for issuance of the STP. Any applicants who fail to comply with the T&Cs is liable under the Immigration Regulations.

**Replacement card**

If the card is lost or stolen, the applicant is required to make a police report immediately and report to ICA within seven days to apply for a replacement card. The applicant is required to pay an issuance fee of S\$60 for the replacement card. The replacement card will be ready for collection two weeks from the date of reporting. The collection time may be extended during the peak period.

**Automated lanes at checkpoints**

For STP holders who have registered their fingerprints for the cards, and if their

passports are compliant with the standards set by the International Civil Aviation Organisation, they will be able to use the automated lanes at the checkpoints for clearance. STP holders who are eligible for automated clearance will be advised accordingly at the point of registration of biometric data.

For further assistance on student pass application process, please contact:

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