GUIDE TO APPLYING FOR ENTRY APPROVAL

(updated 19 December 2021)

!! Important Notes

- 1. Travellers entering under the Student's Pass Holder Lane (STPHL) will be subject to travel health control measures (e.g. Stay Home Notice (SHN), swab tests) based on their 14-day travel history. Please check https://safetravel.ica.gov.sg/SHN-and-swab-summary for the measures applicable to you.
- 2. In particular, if you have a Category (II) or (III) travel history, you are required to source for your own accommodation to serve a 7 or 10-day SHN. If you plan to book a self-sourced hotel, you must inform the hotel that you are serving a SHN and ensure that the hotel can accommodate you, before making a booking.
- 3. Travellers are reminded that they will be responsible for all costs associated with COVID-19 treatment and recovery, including any necessary extended stay in hotels or care facilities* if they test positive for COVID-19. Travellers should ensure they have sufficient funds or insurance coverage for these costs. For more information, please visit https://safetravel.ica.gov.sg/health/insurance-and-treatment.

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^{*}Travellers who test positive for COVID-19 will be enrolled into the Home Recovery Programme (if they have a place of residence in Singapore) or in-situ recovery (if residing in hotels) by default. Depending on when they test positive, travellers may have to isolate for an additional 10/14 days after their SHN. Those who are not able to recover at home would need to extend their hotel stays by up to 10/14 days at their own cost.

Section 1: Important Information to Note Before Beginning Application Process

1.1 Eligibility criteria

- The Student's Pass holder lane (STPHL) is a Safe Travel Lane that foreigners holding Student's Passes (STP) may use to enter Singapore.
- 2 Entry approvals may be granted for:
 - a. STP/STP-IPA holders enrolled in MOE schools, Institutes of Higher Learning, Arts Institutions, Private Education Institutions, and other schools/ institutions (including pre-schools); and
 - b. The following additional travellers, if the criteria is met.

Traveller type	Criteria
Up to 1 parent / guardian (on an ICA-issued	If the STP/STP-IPA holder is 19 years old
pass i.e. Long-term Visit Pass/Short-term	and under
Visit Pass ¹) to accompany the STP/STP-IPA	
holder. Note that only 1 parent/guardian	
is allowed per family unit.	
Accompanying siblings (aged 6 and below)	-
on an ICA-issued pass i.e. Long-term Visit	
Pass/ Short-term Visit Pass ¹)	
Spouse and children	If the STP/STP-IPA holder is enrolled in a
	post-graduate programme

Please refer to the table below for how and where to apply. In addition, via the online portal, STP holders may only apply for up to 3 travellers at a time. If you meet the abovementioned criteria but need to apply for more travellers, please call 6812 5555 for assistance, or write in using the enquiry form on the SafeTravel website (https://go.gov.sg/sto-enquiry).

Traveller Type	How and Where to Apply
 i. STP holder ii. STP-IPA holder iii. ICA-issued pass holde Term Visit Pass) or she visitor who is an accorparent/guardian of an IPA holder aged 19 ye below (in this calenda 	ort-term mpanying STP/STP- ars and

¹ Short-term visitors who are eligible for entry into Singapore will receive a Short-Term Visit Pass **on arrival**. For more information on the prevailing entry requirements, you may visit https://www.ica.gov.sg/enter-depart/entry_requirements.

Traveller Type	How and Where to Apply
Accompanying siblings (of STP/STP-IPA holders) who are aged 6 years and below (in this calendar year) and are not enrolled with any local educational institution	Applicants should submit an entry request here . In the request, please state the following: • STP/STP-IPA holder's name (per passport), institution and course
Spouse of STP/STP-IPA holder on a post- graduate programme	 Name(s) of traveller(s) seeking entry, and their relationship with the STP/STP-IPA holder
Child(ren) of STP/STP-IPA holder on a post-graduate programme	Submission of the request does not guarantee entry approval.

- 4 The following travellers should **not** apply through the STPHL:
 - a. Foreign students and their family members holding MOM-issued passes (e.g., Dependent's Pass). They should visit https://safetravel.ica.gov.sg/wphl/overview to find out how to apply for entry.
 - b. Immediate family members or relatives of Singapore Citizens (SC) or Singapore Permanent Residents (PR), who should apply via the Familial Ties Lane instead. The sponsoring SC/PR should log in to https://eservices.ica.gov.sg/STO/ via SingPass to submit the entry application. For more information, visit https://safetravel.ica.gov.sg/scpr-familial-ties-lane/overview.

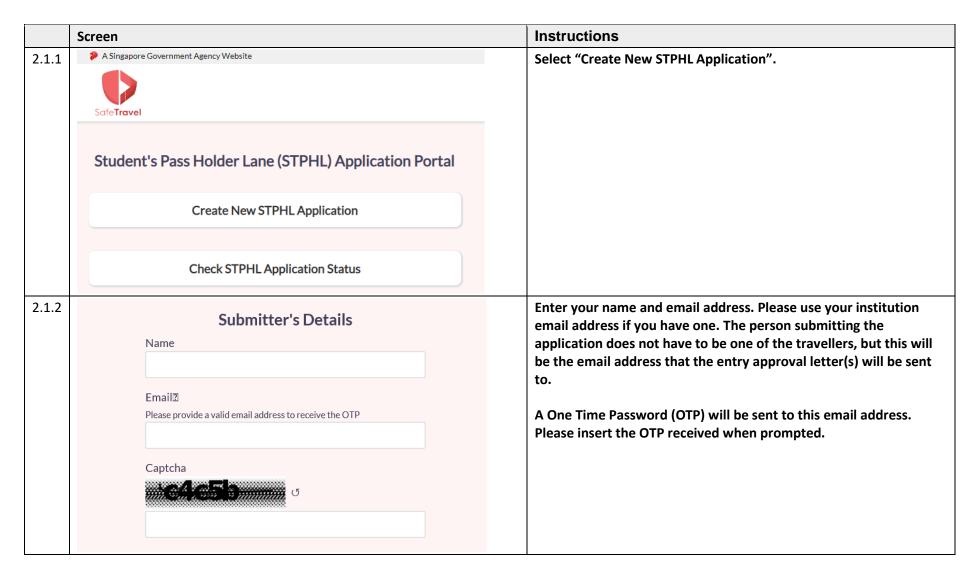
1.2 Information to have on hand before beginning the application process

1	Before you begin your application, please ensure that you have the following information		
ready:			
		Passport details, NRIC/FIN details and contact information (email, mobile phone number) of all travellers	
		Travel Document (passport) that is valid for at least 6 months based on last day of entry period selected	
		Credit/Debit card details for payment (if any)	
		(If STP holder is 12 years old and under ² and travelling alone) NRIC/FIN details of a caregiver residing in Singapore. Such STP/STP-IPA holders will need to be picked up by the caregiver at the checkpoint. If the STP/STP-IPA holder is required to serve a Stay Home Notice (SHN), the caregiver will also need to serve the SHN with them. The caregiver should be a family member or guardian, who is either SC, PR or holding an ICA-issued pass ³ . You will be required to provide details of the caregiver in this application.	
		Please also ensure you have read the SHN and swab test requirements for your intended departure country/ region at https://safetravel.ica.gov.sg/SHN-and-swab-summary . In particular, if you are allowed to serve the SHN at self-sourced accommodation i.e. outside of the dedicated SHN facilities, please ensure the accommodation meets the requirements, if any.	

 $^{^{2}}$ By calendar year. A person born in 2009 will be considered 12 years old in 2021.

³ Applicants with caregivers who are holding MOM-issued passes should <u>not</u> proceed with this application. Instead, they should **call 6812 5555 for assistance, or write in using the enquiry form on the SafeTravel website** (https://go.gov.sg/sto-enquiry), as additional approval from MOM will be required.

Section 2: Step 1 of Process – Apply for entry approval at https://eservices.ica.gov.sg/STO1/STPHL





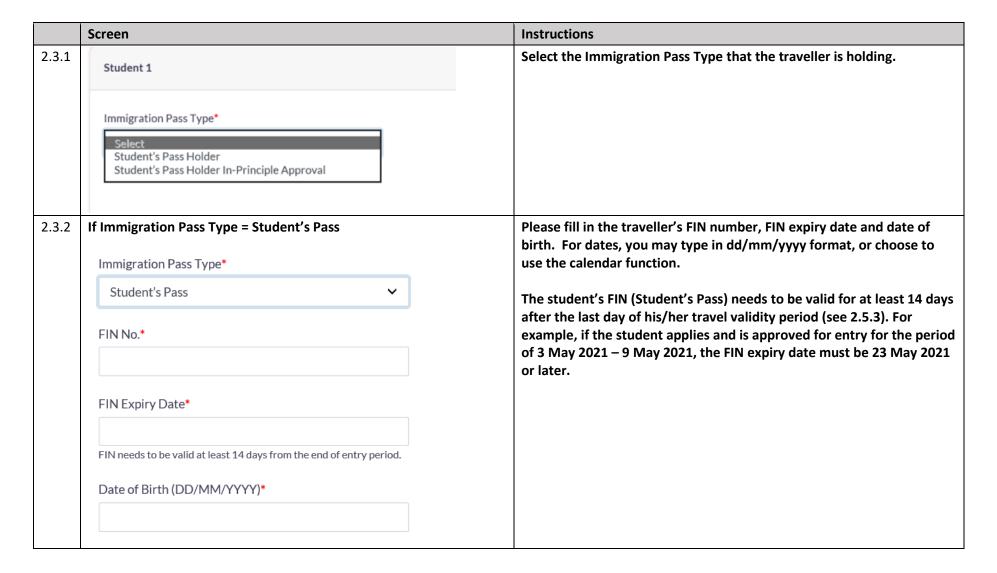
Section 2: Step 2 of Process – Fill in the Application Details

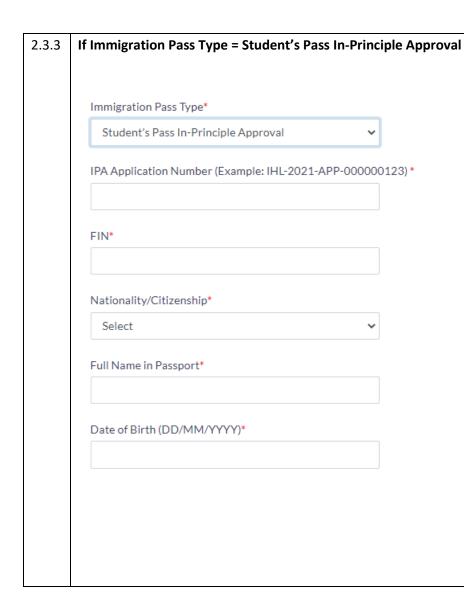
	Screen	Instructions
2.2.1	Applicant's Mobile Number*	Enter your Mobile Number, including the country code.
	T	If you do not have a Singapore mobile number, please enter your foreign mobile number.
2.2.2	Is the Student's Pass Holder an immediate family member or relative of a Singapore Citizen or Singapore Permanent Resident? Select	Please select "Yes" if the STP holder is: (a) an immediate family member or relative of a Singapore Citizen (SC)/ Permanent Resident (PR); or (b) a fiancé/ fiancée of an SC or PR Thereafter, please apply through Singapore Citizen (SC)/ Permanent Resident (PR) Familial Ties Lane, which is a Safe Travel lane primarily to support the social and community needs of Singapore Citizens and Permanent Residents e.g., reuniting families amid the pandemic. Please see https://www.safetravel.ica.gov.sg/scpr-familial-ties-lane/overview .
2.2.3	Is the student traveller(s) 12 years old and under, and travelling with a Work Pass Holder?* Select	Please select "Yes" if the STP holder is aged 12 and under, and travelling with a Work Pass Holder.

		Do note that the Work Pass Holder cannot apply for entry under the Student's Pass Lane. Instead, he/she should apply for entry under the Work Pass Holder General Lane first (please see https://www.safetravel.ica.gov.sg/wphl/overview for more information). Only then should the STP holder apply for entry via this portal.
		You will be required to provide details of the accompanying Work Pass Holder later in this application (see 2.7.2). If SHN and swab tests are required, the traveller will have to make payment again for the SDF/swab test costs. They may put in a refund request subsequently (after the SHN is completed).
2.2.4	Are all travellers from same family unit or related by guardianship? *	Only travellers who are from the same family unit/ related by guardianship, and share the same travel history, should submit their applications together.
		Otherwise, they should submit separate applications. Select "No" if the STP holder is travelling alone.
2.2.5	Number of Student's Pass Holders applying for entry approval*	Please indicate the number of travellers who are holding valid Student's Passes or Student's Pass In Principle Approval.
2.2.6	Number of accompanying guardians/ family members who do not hold Student's Passes or MOM –issued passes applying for entry approval* V	Select number of accompanying family members/ guardians. They should <u>not</u> be holding Student's Passes or MOM-issued passes. If they are holding a Student's Pass or Student's Pass In Principle Approval, please count them as part of 2.2.5. If they are holding MOM-issued passes, they should apply for entry under the Work Pass Holder General Lane and should not be counted here (i.e., please indicate "0" here). (For more information on the Work

		Pass Holder General Lane, please see https://www.safetravel.ica.gov.sg/wphl/overview .) If any Student's Pass Holder is 12 years old and under (by calendar year) and is traveling unaccompanied, he/she will need to be picked up at the checkpoint by a caregiver. If the STP holder needs to serve SHN, the caregiver (family member or guardian) will also need to serve SHN. You will be required to provide details of the caregiver later in this application (see 2.7.1). Applicants with caregivers who are holding MOM-issued passes should not proceed with this application. Instead, they should call 6812 5555 for assistance, or write in using the enquiry form on the SafeTravel website (https://go.gov.sg/sto-enquiry), as additional approval from MOM will be required.
2.2.7	NEXT	Please check the accuracy of the information entered in this page, as you will not be able to return to this page to edit information again.
		Click NEXT once you have verified the accuracy of the information.

Section 2: Step 3 of Process – Fill in details of STP/STP-IPA holder





Please fill in the traveller's In-Principle Application number, FIN and details per the Passport – name, nationality/citizenship and date of birth. For dates, you may type in dd/mm/yyyy format, or choose to use the calendar function.

Please note that the IPA Application number is not the FIN.

For the traveller's full name, please type it as shown in the <u>passport biodata</u> page. If the name contains a hyphen (-), slash (/), at (@) or apostrophe ('), please <u>include</u> them. All other special characters will not be accepted in the entry application. For example, if your name contains a comma (,), please <u>exclude</u> it.

If the name contains any other special characters, please follow the machine-readable zone of the passport. An illustration can be found below, and at https://safetravel.ica.gov.sg/faq/tech, to show how to locate the passport's machine readable zone.

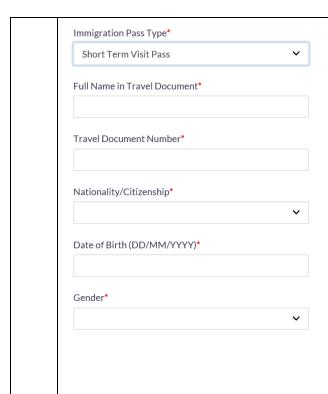


	If you encounter errors, you may also try entering the name in a different sequence. For example, try entering both 'John Smith' and 'Smith John', or 'Tan Jia Hui' and 'Jia Hui Tan'.
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Section 2: Step 4 of Process – Fill in details of accompanying family member/ guardian, if applicable

	Screen	Instructions
2.4.1	Accompanying Guardian/Family Member	Select the Immigration Pass Type of Accompanying Guardian/Family Member.
	Select Long Term Visit Pass Singapore Citizen / Singapore Permanent Resident Short Term Visit Pass	If the accompanying traveler does not hold a Long-Term Pass, please select "Short Term Visit Pass". Short-term visitors who are eligible for entry into Singapore will receive a Short-Term Visit Pass on arrival. For more information on the prevailing entry requirements, you may visit https://www.ica.gov.sg/enter-depart/entry_requirements. Travellers holding Long Term Visit Pass — In Principle Approval (LTVP-IPA) should select "Short Term Visit Pass".
2.4.2	If Immigration Pass Type = Long Term Visit Pass	Please fill in the traveller's FIN number, FIN expiry date and date of birth. For dates, you may type in dd/mm/yyyy format, or choose to use the calendar function.
		The traveller's FIN (Long Term Visit Pass) needs to be valid for at least 14 days after the last day of his/her travel validity period (see 2.5.3). For

	Immigration Pass Type* Long Term Visit Pass FIN* FIN Expiry Date (DD/MM/YYYY)* FIN needs to be valid at least 14 days from the end of entry period. Date of Birth (DD/MM/YYYY)*	example, if the traveller applies and is approved for entry for the period of 3 May 2021 – 9 May 2021, the FIN expiry date must be 23 May 2021 or later.
2.4.4	If Immigration Pass Type = Singapore Citizen/ Singapore Permanent Resident Immigration Pass Type* Singapore Citizen / Singapore Permanent Resident ✓ NRIC* Date of Birth (DD/MM/YYYY)*	Please fill in the traveller's NRIC and date of birth. For dates, you may type in dd/mm/yyyy format, or choose to use the calendar function.
2.4.5	If Immigration Pass Type = Short Term Visit Pass	A Short Term Visit Pass is granted at entry into Singapore, if the traveller is eligible (please refer to https://www.ica.gov.sg/enter-depart/entry_requirements).



In addition, if the traveller holds a travel document (passport) issued by certain countries/ places, he/she will require a valid Singapore entry visa to travel to, and seek entry, into Singapore (please refer to

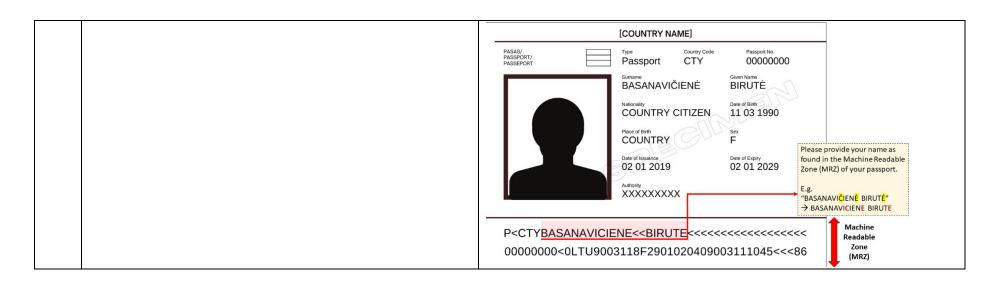
https://www.ica.gov.sg/enter-depart/entry_requirements/visa_requirements).

Please ensure the passport number is keyed in correctly.

In this page, please fill in the details per the travel document (passport) – name, travel document number, nationality/citizenship, expiry date and date of birth. For dates, you may type in dd/mm/yyyy format, or choose to use the calendar function.

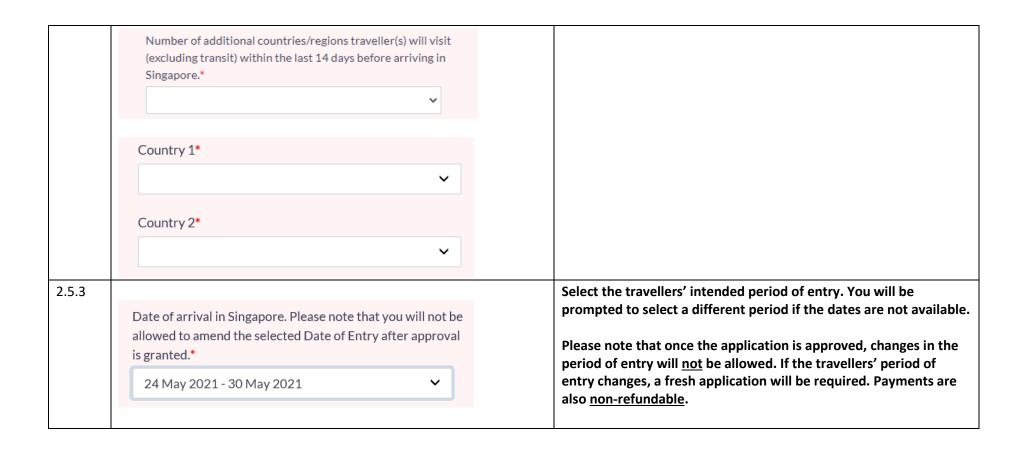
For the traveller's full name, only entries containing basic Latin characters (A to Z and a to z) are accepted.

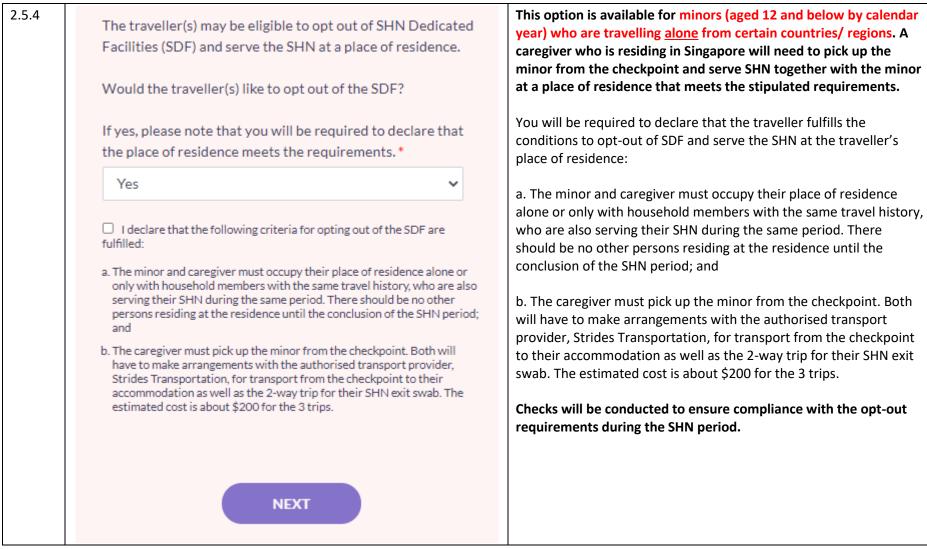
For traveller's names with other characters which are not accepted, please provide the name as reflected in the machine-readable zone of the passport. An illustration can be found below to show how to locate the passport's machine-readable zone.



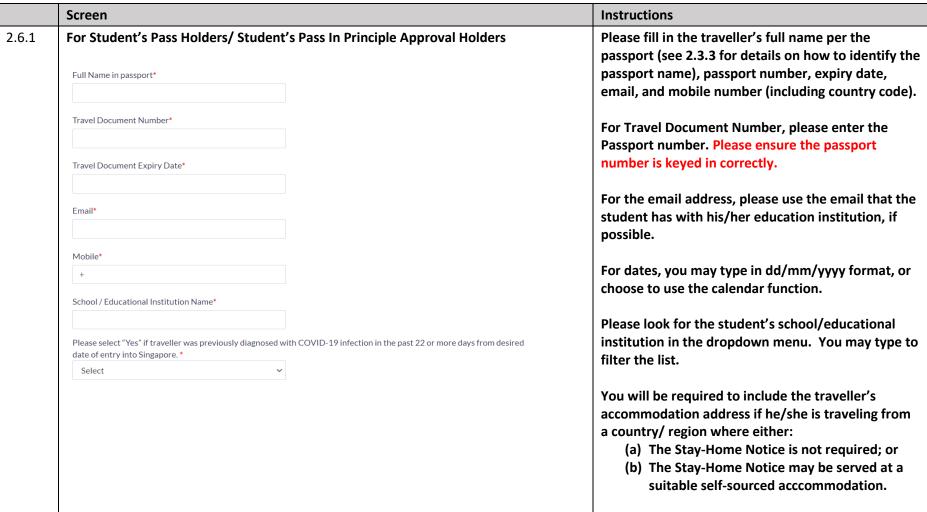
Section 2: Step 5 of Process – Fill in travel details

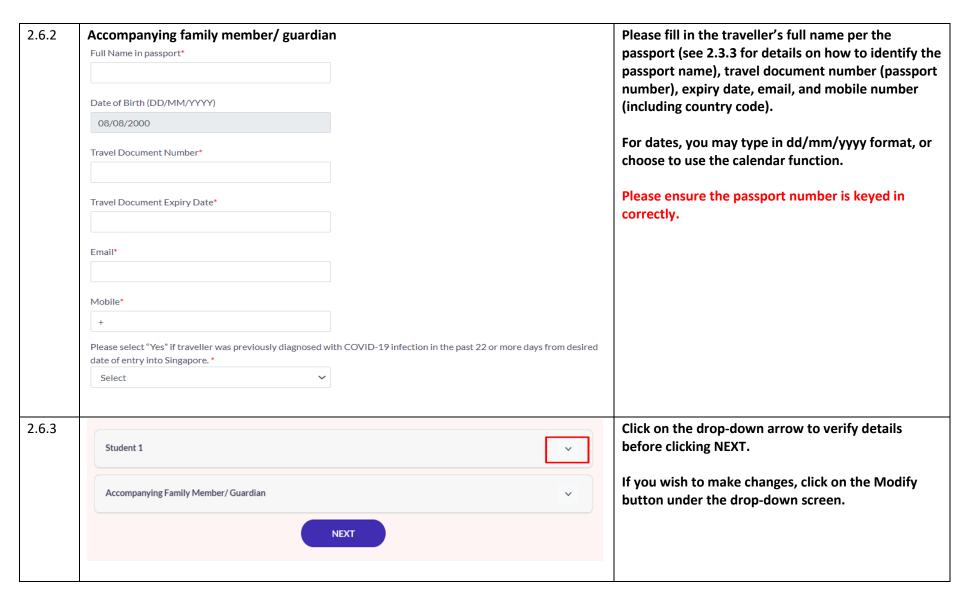
	Screen	Instructions
2.5.1	Student's Pass Lane	Select the country/region that the traveller(s) would be departing from.
	For arrivals from 1 November 2021, 0001 h, all travellers must meet the vaccination requirements.	If the traveller(s) are visiting other countries/region in the last 14 days before entering Singapore, please select "Yes". (This does not include transits enroute to Singapore.)
	By submitting this application, I declare that the traveller(s) in this application meet the vaccination requirements if they are arriving in Singapore from 1 November 2021, 0001 h. I also acknowledge that strict enforcement action will be taken against traveller(s) who breach the requirements or make false declarations.	
	Please indicate the country/ region that you would be departing from.*	
	Has the traveller(s) visited other countries/regions in the last 14 days before arriving in Singapore (excluding transits on the way to Singapore)?*	
	Select	
2.5.2	This ention is only available if you are transiting through other	Please indicate the number of additional countries /regions and
2.5.2	This option is only available if you are transiting through other countries/regions before entering Singapore.	Please indicate the number of additional countries/regions, and state the countries/regions.



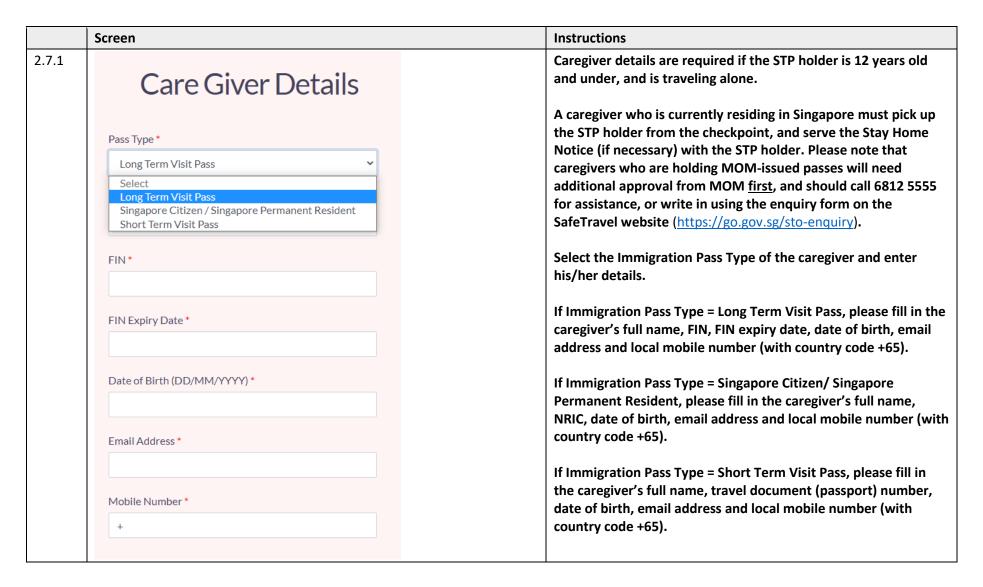


Section 2: Step 6 of Process – Fill in traveller's further document details





Section 2: Step 7A of Process – Fill in care giver details (if applicable)



Section 2: Step 7B of Process – Fill in accompanying Work Pass Holder's details (if applicable)

	Screen	Instructions
2.7.2	Accompanying Family Member/ Guardian Details Pass Type* Work Pass Full Name* FIN * Date of Birth (DD/MM/YYYY)* Email Address* Mobile Number* +	If the STP holder is 12 years old and under, and is traveling with an individual holding an MOM-issued pass, please provide the details of the MOM-issued Work Pass holder here. Please fill in the traveller's full name, FIN, FIN expiry date, date of birth, email address and mobile number (with country code). Please be reminded that MOM's entry approval will be required for this accompanying traveller (please visit https://safetravel.ica.gov.sg/wphl/overview). If SHN at a SHN dedicated facility and swab test are required, additional payment for the accompanying traveller will be needed in this application. A refund may be requested after the travellers' SHN period is completed. Travellers holding Work Pass — In Principle Approval (IPA) should call the Safe Travel Enquiries Helpline at 6812 5555 or write in using the enquiry form on the SafeTravel website (https://go.gov.sg/sto-enquiry).

Section 2: Step 8 of Process – Declaration and Confirmation

	Screen	Instructions
2.8.1	Undertaking and Declaration	Please check on the box at the bottom after you have read and agreed to the undertaking and declaration, and then click Submit to proceed to next page.
	Where I am the traveller, I undertake to the Government of the Republic of Singapore ("Singapore Government") that if this application is approved, I will: a. ensure that I am fully vaccinated against COVID-19 by receiving two doses of a vaccine listed under Singapore's Pandemic Special Access Route ("PSAR") or the World Health Organization's Emergency Use Listing ("EUL") within two months of my arrival date in Singapore, if I am aged 12 and above at the point of arrival, unless:	For more information on the vaccination requirements for entry, please visit https://safetravel.ica.gov.sg/stpl/vaccination-requirements .
	□ By ticking this checkbox, i. I hereby acknowledge that I have read and understood the abovementioned undertakings. I also confirm that the traveller(s) (if different from applicant) has/have read and understood the abovementioned undertakings. ii. I hereby acknowledge that I have read and understood the Privacy Statement (https://safetravel.ica.gov.sg/privacy). I also confirm that the traveller(s) (if different from applicant) has read and understood the Privacy Statement.* SUBMIT	

2.8.2 Confirmation Check Application & Proceed to Payment Application Number: Identification Cost of Stay at SHN Dedicated Name of Cost of Swab **Total Amount** Number traveller Test (SGD) Facility (SGD) (SGD) Total for all Travellers IMPORTANT: 1. Please check and ensure that the above particulars of all travellers are correct. 2. If there are any errors in the particulars of any travellers above, please do not proceed to make payment. Please re-submit a new application with the correct particulars. 3. Please note that no amendments will be accepted once payment is made. 4. After clicking on the 'Make Payment' button, you will be directed to an external payment portal. A copy of the approval letter will be sent to your email address. 5. There will be no refund once approval is issued by the Safe Travel Office. **MAKE PAYMENT BACK TO HOME**

This page provides a breakdown of costs for payment.

Please check and ensure the particulars of travellers are correct.

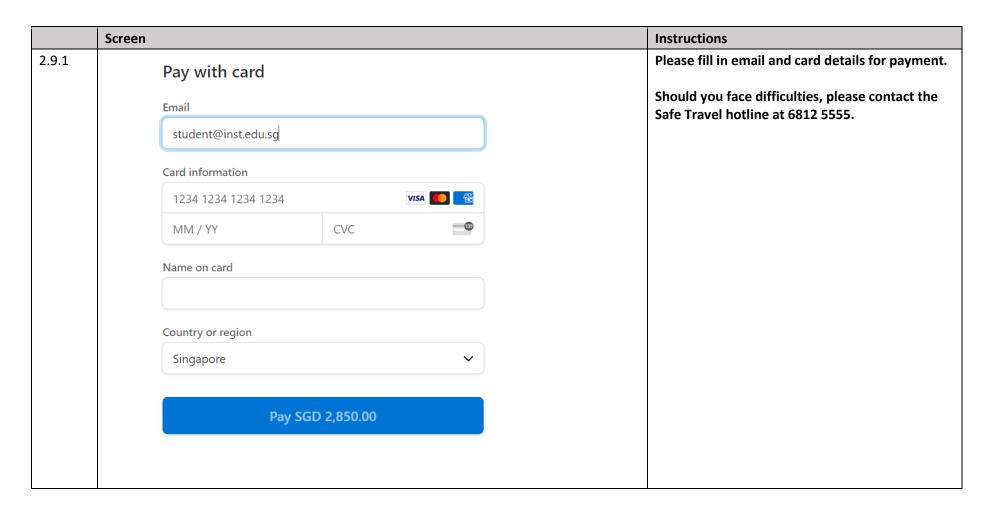
If there are errors, do not proceed to make payment. Please resubmit a new application with the correct particulars.

Please note that there will be no refund once the relevant approvals are issued by Safe Travel Office, unless otherwise stated.

Click on the "Make Payment" button to proceed for payment.

If no payment is required, you will need to click the "PROCEED" button at the bottom of the page to complete the application. The Approval Letter for Entry will only be sent after the "PROCEED" button is clicked.

Section 2: Step 9 of Process – Payment (if applicable)



Section 2: Step 10 of Process – Successful application

