

## GUIDE TO APPLYING FOR ENTRY APPROVAL UNDER THE STUDENT'S PASS HOLDER LANE (STPHL)

(updated 10 January 2022)

### **!! Important Notes**



1. This guide is for entry application under the Student's Pass Holder Lane (STPHL). Those who wish to travel under the Vaccinated Travel Lane (VTL) should apply for a Vaccinated Travel Pass instead (please refer to the webpages for the [VTL \(Air\)](#) and [VTL \(Land\)](#)). They do ***not*** need a separate entry approval ('SafeTravel Pass') under the STPHL. For more information, you may refer to these [FAQs](#). Please note that payments made for the STPHL are non-refundable, and travellers should familiarise themselves with the different travel lanes before making any application and payment.
2. Travellers entering under the 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.
3. 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.**
4. 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>.

*\*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.*

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## Section 1: Important Information to Note Before Beginning Application Process

### 1.1 Eligibility criteria

1 The Student's Pass holder lane (STPHL) is a Safe Travel Lane that foreigners holding Student's Passes (STP) may use to enter Singapore, subject to travel health control measures (e.g. Stay Home Notice (SHN), swab tests) based on their 14-day travel history.

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

3 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
<ol style="list-style-type: none"> <li>i. STP holder</li> <li>ii. STP-IPA holder</li> <li>iii. ICA-issued pass holder (e.g. Long-Term Visit Pass) or short-term visitor who is an accompanying parent/guardian of an STP/STP-IPA holder aged 19 years and below (in this calendar year)</li> </ol>	To apply, click <a href="#">here</a>

<sup>1</sup> 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](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	<p>Applicants should submit an entry request <a href="#">here</a>. In the request, please state the following:</p> <ul style="list-style-type: none"> <li>• STP/STP-IPA holder's name (per passport), institution and course</li> <li>• Name(s) of traveller(s) seeking entry, and their relationship with the STP/STP-IPA holder</li> </ul> <p><b>Submission of the request does not guarantee entry approval.</b></p>
Spouse of STP/STP-IPA holder on a post-graduate programme	
Child(ren) of STP/STP-IPA holder on a post-graduate programme	

- 4 The following travellers should **not** apply through the STPHL:
- 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.
  - 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>.

**!!! Important Note:** Those who wish to travel via the Vaccinated Travel Lane (VTL) should apply for a Vaccinated Travel Pass (VTP) instead. **They do not require a separate entry approval under the STPHL.** If travellers are interested in utilising the VTL for quarantine-free travel, they should visit the [VTL \(Air\)](#) and [VTL \(Land\)](#) webpages for more information.

## 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:

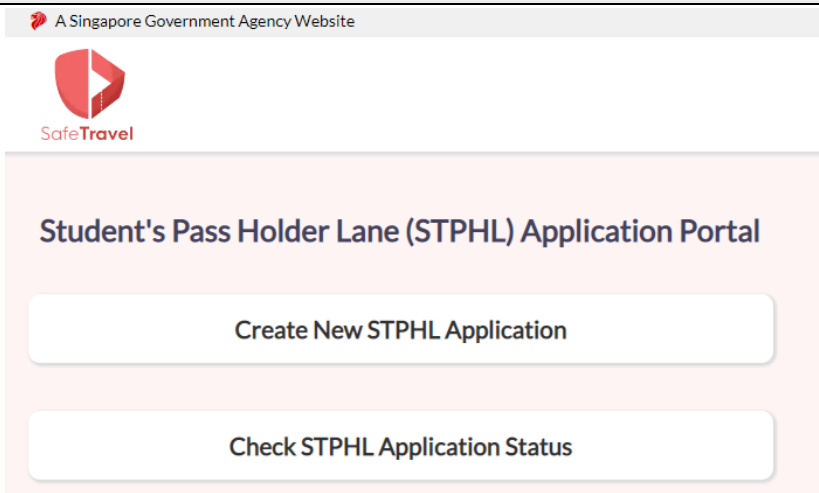
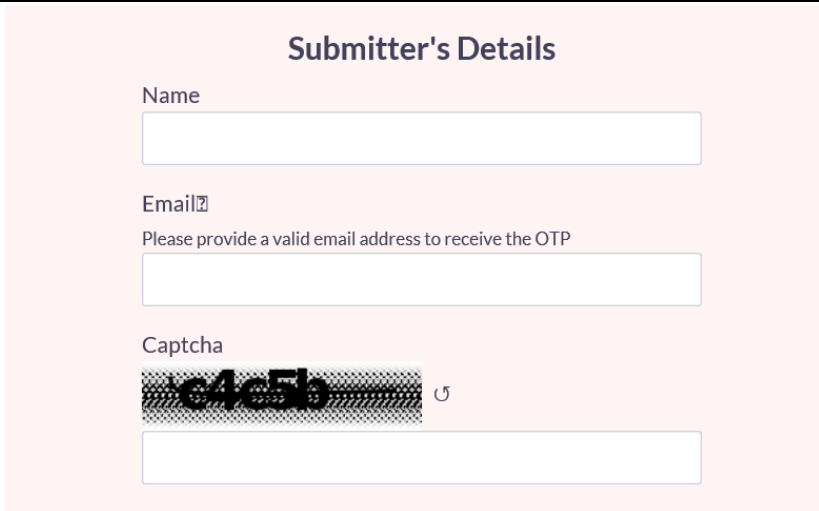

- ☐ Passport details, NRIC/FIN details and contact information (email, mobile phone number) of all travellers
- ☐ Travel Document (passport) that is valid for at least 6 months based on last day of entry period selected
- ☐ Credit/Debit card details for payment (if any)
- ☐ (If STP holder is 12 years old and under<sup>2</sup> 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<sup>3</sup>. 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.

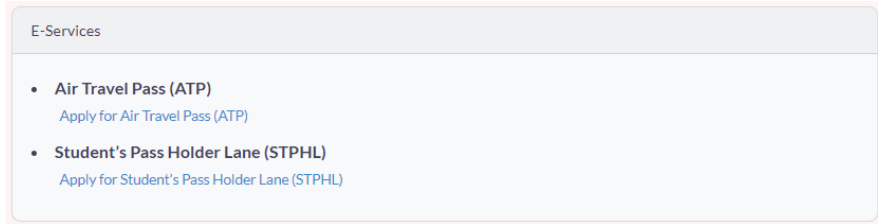
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<sup>2</sup> By calendar year. A person born in 2009 will be considered 12 years old in 2021.

<sup>3</sup> 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.

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

	Screen	Instructions
2.1.1	 <p>A Singapore Government Agency Website</p> <p>SafeTravel</p> <p>Student's Pass Holder Lane (STPHL) Application Portal</p> <p>Create New STPHL Application</p> <p>Check STPHL Application Status</p>	<p>Select “Create New STPHL Application”.</p>
2.1.2	 <p>Submitter's Details</p> <p>Name</p> <p>Email </p> <p>Please provide a valid email address to receive the OTP</p> <p>Captcha</p> <p>e4c5b</p>	<p>Enter your name and email address. Please use your institution email address if you have one. The person submitting the application does not have to be one of the travellers, but this will be the email address that the entry approval letter(s) will be sent to.</p> <p>A One Time Password (OTP) will be sent to this email address. Please insert the OTP received when prompted.</p>


2.1.3	 <p>E-Services</p> <ul style="list-style-type: none"> <li>Air Travel Pass (ATP) Apply for Air Travel Pass (ATP)</li> <li>Student's Pass Holder Lane (STPHL) Apply for Student's Pass Holder Lane (STPHL)</li> </ul>	Click on “Apply for Student’s Pass Holder Lane”.
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## Section 2: Step 2 of Process – Fill in the Application Details

	Screen	Instructions
2.2.1	<p>Applicant's Mobile Number*</p> <input type="text" value="+"/>	<p>Enter your Mobile Number, including the country code.</p> <p>If you do not have a Singapore mobile number, please enter your foreign mobile number.</p>
2.2.2	<p>Is the Student's Pass Holder an immediate family member or relative of a Singapore Citizen or Singapore Permanent Resident? *</p> <input type="text" value="Select"/>	<p>Please select “Yes” if the STP holder is:</p> <ul style="list-style-type: none"> <li>(a) an immediate family member or relative of a Singapore Citizen (SC)/ Permanent Resident (PR); or</li> <li>(b) a fiancé/ fiancée of an SC or PR</li> </ul> <p>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 <a href="https://www.safetravel.ica.gov.sg/scpr-familial-ties-lane/overview">https://www.safetravel.ica.gov.sg/scpr-familial-ties-lane/overview</a>.</p>
2.2.3	<p>Is the student traveller(s) 12 years old and under, and travelling with a Work Pass Holder?*</p> <input type="text" value="Select"/>	<p>Please select “Yes” if the STP holder is aged 12 and under, and travelling with a Work Pass Holder.</p>

		<p>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 <b>first</b> (please see <a href="https://www.safetravel.ica.gov.sg/wphl/overview">https://www.safetravel.ica.gov.sg/wphl/overview</a> for more information). Only then should the STP holder apply for entry via this portal.</p> <p>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).</p>
2.2.4	<p>Are all travellers from same family unit or related by guardianship? *</p> <div> <input type="text"/> </div>	<p><b>Only travellers who are from the same family unit/ related by guardianship, and share the same travel history, should submit their applications together.</b></p> <p><b>Otherwise, they should submit separate applications.</b></p> <p><b>Select "No" if the STP holder is travelling alone.</b></p>
2.2.5	<p>Number of Student's Pass Holders applying for entry approval *</p> <div> <input type="text"/> </div>	<p><b>Please indicate the number of travellers who are holding valid Student's Passes or Student's Pass In Principle Approval.</b></p>
2.2.6	<p>Number of accompanying guardians/ family members who do not hold Student's Passes or MOM -issued passes applying for entry approval*</p> <div> <input type="text"/> </div>	<p><b>Select number of accompanying family members/ guardians.</b></p> <p><b>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</b></p>



		<p>Pass Holder General Lane, please see <a href="https://www.safetravel.ica.gov.sg/wphl/overview">https://www.safetravel.ica.gov.sg/wphl/overview</a>.)</p> <p>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 <u>MOM-issued passes</u> 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 (<a href="https://go.gov.sg/sto-enquiry">https://go.gov.sg/sto-enquiry</a>), as additional approval from MOM will be required.</p>
2.2.7		<p>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.</p> <p>Click NEXT once you have verified the accuracy of the information.</p>

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

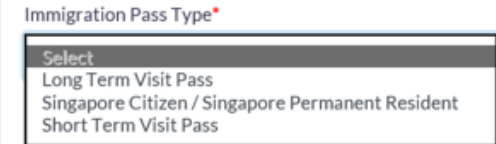
	Screen	Instructions
2.3.1	<p>Student 1</p> <p>Immigration Pass Type*</p> <div> Select  Student's Pass Holder  Student's Pass Holder In-Principle Approval </div>	Select the Immigration Pass Type that the traveller is holding.
2.3.2	<p><b>If Immigration Pass Type = Student's Pass</b></p> <p>Immigration Pass Type*</p> <div>Student's Pass</div> <p>FIN No.*</p> <div></div> <p>FIN Expiry Date*</p> <div></div> <p>FIN needs to be valid at least 14 days from the end of entry period.</p> <p>Date of Birth (DD/MM/YYYY)*</p> <div></div>	<p>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.</p> <p>The student's FIN (Student's 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 example, if the student 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.</p>



		If you encounter errors, you may also try entering the name in a different sequence. For example, try entering both ' <i>John Smith</i> ' and ' <i>Smith John</i> ', or ' <i>Tan Jia Hui</i> ' and ' <i>Jia Hui Tan</i> '.
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Note: All questions are mandatory (\*).

## Section 2: Step 4 of Process – Fill in details of accompanying family member/ guardian, if applicable

	Screen	Instructions
2.4.1	<p>Accompanying Guardian/Family Member</p> 	<p>Select the Immigration Pass Type of Accompanying Guardian/Family Member.</p> <p>If the accompanying traveler does not hold a Long-Term Pass, please select “<b>Short Term Visit Pass</b>”. Short-term visitors who are eligible for entry into Singapore will receive a Short-Term Visit Pass <u>on arrival</u>. For more information on the prevailing entry requirements, you may visit <a href="https://www.ica.gov.sg/enter-depart/entry_requirements">https://www.ica.gov.sg/enter-depart/entry_requirements</a>.</p> <p>Travellers holding Long Term Visit Pass – In Principle Approval (LTVP-IPA) should select “<u>Short Term Visit Pass</u>”.</p>
2.4.2	If Immigration Pass Type = Long Term Visit Pass	<p>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.</p> <p>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</p>

	<p>Immigration Pass Type*</p> <div>Long Term Visit Pass ▼</div> <p>FIN*</p> <div></div> <p>FIN Expiry Date (DD/MM/YYYY)*</p> <div></div> <p>FIN needs to be valid at least 14 days from the end of entry period.</p> <p>Date of Birth (DD/MM/YYYY)*</p> <div></div>	<p>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.</p>
2.4.4	<p><b>If Immigration Pass Type = Singapore Citizen/ Singapore Permanent Resident</b></p> <p>Immigration Pass Type*</p> <div>Singapore Citizen / Singapore Permanent Resident ▼</div> <p>NRIC*</p> <div></div> <p>Date of Birth (DD/MM/YYYY)*</p> <div></div>	<p>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.</p>
2.4.5	<p><b>If Immigration Pass Type = Short Term Visit Pass</b></p>	<p>A Short Term Visit Pass is granted at entry into Singapore, if the traveller is eligible (please refer to <a href="https://www.ica.gov.sg/enter-depart/entry_requirements">https://www.ica.gov.sg/enter-depart/entry_requirements</a>).</p>

<div> <div>Immigration Pass Type*</div> <div>Short Term Visit Pass</div> </div> <div> <div>Full Name in Travel Document*</div> <div></div> </div> <div> <div>Travel Document Number*</div> <div></div> </div> <div> <div>Nationality/Citizenship*</div> <div></div> </div> <div> <div>Date of Birth (DD/MM/YYYY)*</div> <div></div> </div> <div> <div>Gender*</div> <div></div> </div>	<p>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 <a href="https://www.ica.gov.sg/enter-depart/entry_requirements/visa_requirements">https://www.ica.gov.sg/enter-depart/entry_requirements/visa_requirements</a>).</p> <p><b>Please ensure the passport number is keyed in correctly.</b></p> <p>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.</p> <p>For the traveller’s full name, only entries containing basic Latin characters (A to Z and a to z) are accepted.</p> <p>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.</p>
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PASAS/  
PASSPORT/  
PASSEPORT

Type  
**Passport**

Country Code  
**CTY**

Passport No.  
**00000000**

Surname  
**BASANAVIČIENĖ**

Given Name  
**BIRUTĖ**

Nationality  
**COUNTRY CITIZEN**

Date of Birth  
**11 03 1990**

Place of Birth  
**COUNTRY**

Sex  
**F**

Date of Issuance  
**02 01 2019**

Date of Expiry  
**02 01 2029**

Authority  
**XXXXXXXXXX**

Please provide your name as found in the Machine Readable Zone (MRZ) of your passport.

E.g.  
"BASANAVIČIENĖ BIRUTĖ"  
→ BASANAVICIENE BIRUTE

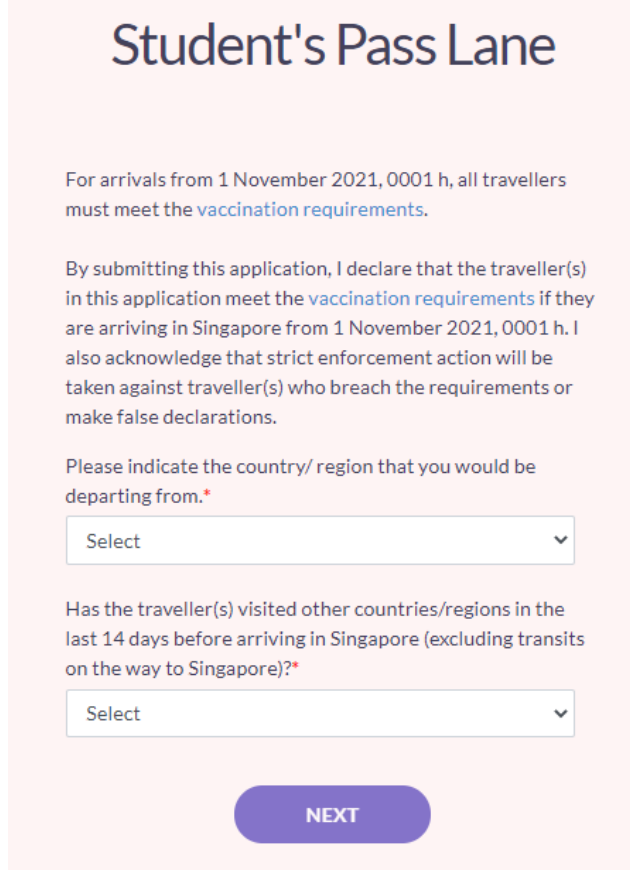
P<CTY**BASANAVICIENE**<<**BIRUTE**<<<<<<<<<<<<<<<<<<<<

00000000<OLTU9003118F2901020409003111045<<<86

Machine Readable Zone (MRZ)

Note: All questions are mandatory (\*).

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

	Screen	Instructions
2.5.1		<p>Select the country/region that the traveller(s) would be departing from.</p> <p>If the traveller(s) are visiting other countries/region in the last 14 days before entering Singapore, please select “Yes”. (This does <u>not</u> include transits enroute to Singapore.)</p>
2.5.2	<p>This option is only available if you are transiting through other countries/regions before entering Singapore.</p>	<p>Please indicate the number of additional countries/regions, and state the countries/regions.</p>



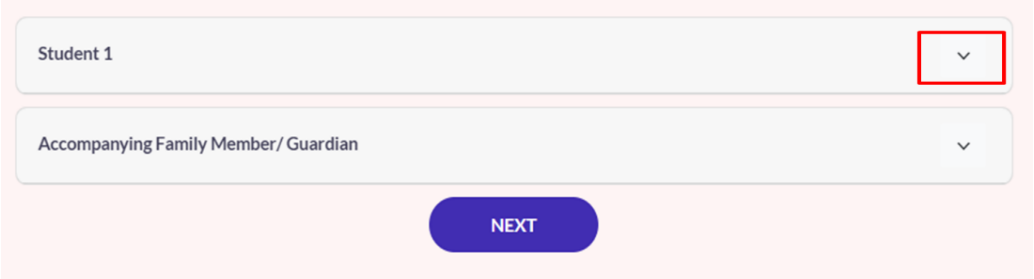
	<p>Number of additional countries/regions traveller(s) will visit (excluding transit) within the last 14 days before arriving in Singapore.*</p> <div></div> <p>Country 1*</p> <div></div> <p>Country 2*</p> <div></div>	
2.5.3	<p>Date of arrival in Singapore. Please note that you will not be allowed to amend the selected Date of Entry after approval is granted.*</p> <div>24 May 2021 - 30 May 2021</div>	<p><b>Select the travellers' intended period of entry. You will be prompted to select a different period if the dates are not available.</b></p> <p><b>Please note that once the application is approved, changes in the period of entry will <u>not</u> be allowed. If the travellers' period of entry changes, a fresh application will be required. Payments are also <u>non-refundable</u>.</b></p>

2.5.4	<p>The traveller(s) may be eligible to opt out of SHN Dedicated Facilities (SDF) and serve the SHN at a place of residence.</p> <p>Would the traveller(s) like to opt out of the SDF?</p> <p>If yes, please note that you will be required to declare that the place of residence meets the requirements. *</p> <div data-bbox="392 518 1108 587"> <div>Yes</div> <div>▼</div> </div> <p><input type="checkbox"/> I declare that the following criteria for opting out of the SDF are fulfilled:</p> <ul style="list-style-type: none"> <li>a. The minor and caregiver must occupy their place of residence alone or only with household members with the same travel history, who are also serving their SHN during the same period. There should be no other persons residing at the residence until the conclusion of the SHN period; and</li> <li>b. The caregiver must pick up the minor from the checkpoint. Both will have to make arrangements with the authorised transport provider, Strides Transportation, for transport from the checkpoint to their accommodation as well as the 2-way trip for their SHN exit swab. The estimated cost is about \$200 for the 3 trips.</li> </ul> <div data-bbox="627 1157 907 1236">NEXT</div>	<p>This option is available for <b>minors (aged 12 and below by calendar year) who are travelling <u>alone</u> from certain countries/ regions</b>. A caregiver who is residing in Singapore will need to pick up the minor from the checkpoint and serve SHN together with the minor at a place of residence that meets the stipulated requirements.</p> <p>You will be required to declare that the traveller fulfills the conditions to opt-out of SDF and serve the SHN at the traveller's place of residence:</p> <ul style="list-style-type: none"> <li>a. The minor and caregiver must occupy their place of residence alone or only with household members with the same travel history, who are also serving their SHN during the same period. There should be no other persons residing at the residence until the conclusion of the SHN period; and</li> <li>b. The caregiver must pick up the minor from the checkpoint. Both will have to make arrangements with the authorised transport provider, Strides Transportation, for transport from the checkpoint to their accommodation as well as the 2-way trip for their SHN exit swab. The estimated cost is about \$200 for the 3 trips.</li> </ul> <p><b>Checks will be conducted to ensure compliance with the opt-out requirements during the SHN period.</b></p>
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Note: All questions are mandatory (\*).

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

	Screen	Instructions
2.6.1	<p><b>For Student’s Pass Holders/ Student’s Pass In Principle Approval Holders</b></p> <p>Full Name in passport*</p> <input type="text"/> <p>Travel Document Number*</p> <input type="text"/> <p>Travel Document Expiry Date*</p> <input type="text"/> <p>Email*</p> <input type="text"/> <p>Mobile*</p> <input type="text"/> <p>School / Educational Institution Name*</p> <input type="text"/> <p>Please select “Yes” if traveller was previously diagnosed with COVID-19 infection in the past 22 or more days from desired date of entry into Singapore. *</p> <input type="text"/>	<p>Please fill in the traveller’s full name per the passport (see 2.3.3 for details on how to identify the passport name), passport number, expiry date, email, and mobile number (including country code).</p> <p>For Travel Document Number, please enter the Passport number. <b>Please ensure the passport number is keyed in correctly.</b></p> <p>For the email address, please use the email that the student has with his/her education institution, if possible.</p> <p>For dates, you may type in dd/mm/yyyy format, or choose to use the calendar function.</p> <p>Please look for the student’s school/educational institution in the dropdown menu. You may type to filter the list.</p> <p>You will be required to include the traveller’s accommodation address if he/she is traveling from a country/ region where either:</p> <ul style="list-style-type: none"> <li>(a) The Stay-Home Notice is not required; or</li> <li>(b) The Stay-Home Notice may be served at a suitable self-sourced accommodation.</li> </ul>

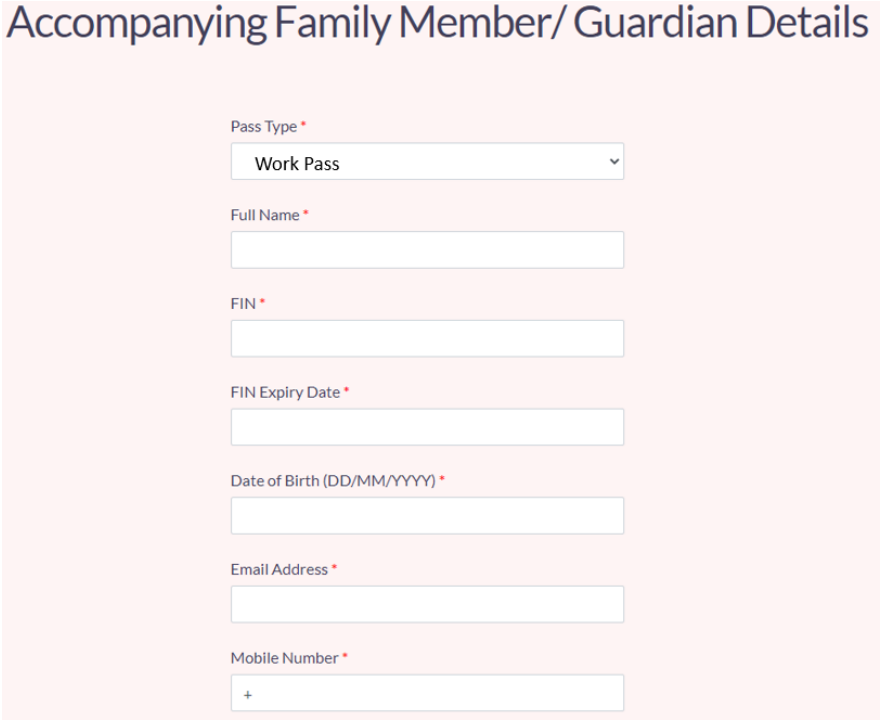
2.6.2	<p><b>Accompanying family member/ guardian</b></p> <p>Full Name in passport*</p> <input type="text"/> <p>Date of Birth (DD/MM/YYYY)</p> <input type="text" value="08/08/2000"/> <p>Travel Document Number*</p> <input type="text"/> <p>Travel Document Expiry Date*</p> <input type="text"/> <p>Email*</p> <input type="text"/> <p>Mobile*</p> <input type="text" value="+"/> <p>Please select "Yes" if traveller was previously diagnosed with COVID-19 infection in the past 22 or more days from desired date of entry into Singapore. *</p> <input type="text" value="Select"/>	<p>Please fill in the traveller's full name per the passport (see 2.3.3 for details on how to identify the passport name), travel document number (passport number), expiry date, email, and mobile number (including country code).</p> <p>For dates, you may type in dd/mm/yyyy format, or choose to use the calendar function.</p> <p><b>Please ensure the passport number is keyed in correctly.</b></p>
2.6.3		<p>Click on the drop-down arrow to verify details before clicking NEXT.</p> <p>If you wish to make changes, click on the Modify button under the drop-down screen.</p>

Note: All questions are mandatory (\*).

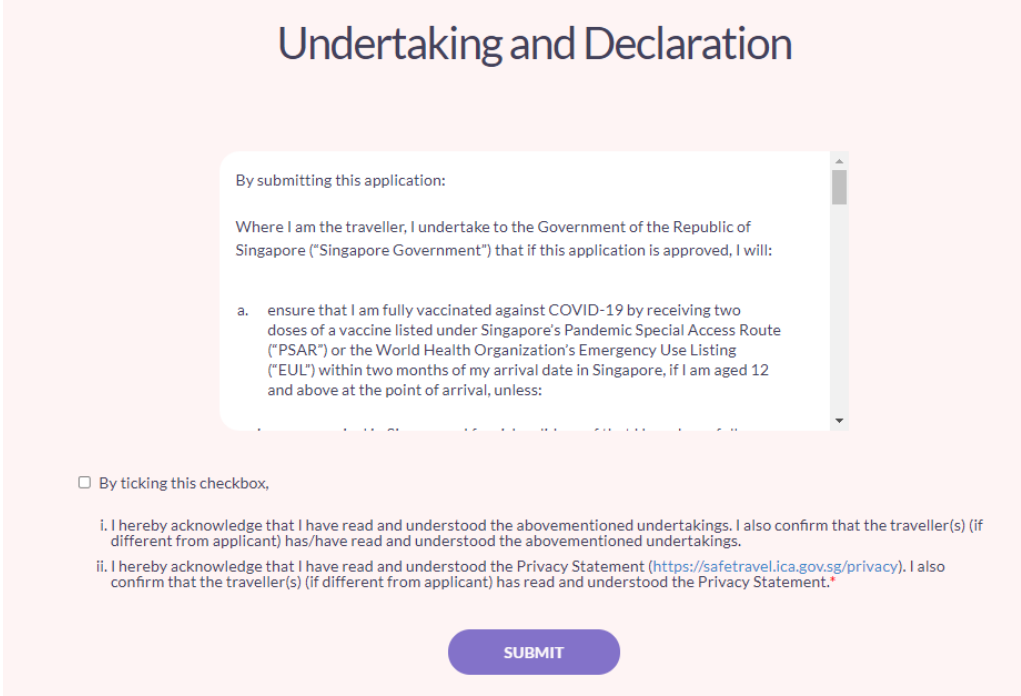
## Section 2: Step 7A of Process – Fill in care giver details (if applicable)

	Screen	Instructions
2.7.1	<div> <h3>Care Giver Details</h3> <p>Pass Type *</p> <div> Long Term Visit Pass Select Long Term Visit Pass Singapore Citizen / Singapore Permanent Resident Short Term Visit Pass </div> <p>FIN *</p> <input type="text"/> <p>FIN Expiry Date *</p> <input type="text"/> <p>Date of Birth (DD/MM/YYYY) *</p> <input type="text"/> <p>Email Address *</p> <input type="text"/> <p>Mobile Number *</p> <input type="text"/> </div>	<p>Caregiver details are required if the STP holder is 12 years old and under, and is traveling alone.</p> <p>A caregiver who is currently residing in Singapore must pick up the STP holder from the checkpoint, and serve the Stay Home Notice (if necessary) with the STP holder. Please note that caregivers who are holding MOM-issued passes will need additional approval from MOM <u>first</u>, and should call 6812 5555 for assistance, or write in using the enquiry form on the SafeTravel website (<a href="https://go.gov.sg/sto-enquiry">https://go.gov.sg/sto-enquiry</a>).</p> <p>Select the Immigration Pass Type of the caregiver and enter his/her details.</p> <p>If Immigration Pass Type = Long Term Visit Pass, please fill in the caregiver's full name, FIN, FIN expiry date, date of birth, email address and local mobile number (with country code +65).</p> <p>If Immigration Pass Type = Singapore Citizen/ Singapore Permanent Resident, please fill in the caregiver's full name, NRIC, date of birth, email address and local mobile number (with country code +65).</p> <p>If Immigration Pass Type = Short Term Visit Pass, please fill in the caregiver's full name, travel document (passport) number, date of birth, email address and local mobile number (with country code +65).</p>

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

	Screen	Instructions
2.7.2	<p><b>Accompanying Family Member/ Guardian Details</b></p> 	<p>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).</p> <p>Please be reminded that <u>MOM’s entry approval</u> will be required for this accompanying traveller (please visit <a href="https://safetravel.ica.gov.sg/wphl/overview">https://safetravel.ica.gov.sg/wphl/overview</a>).</p> <p>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.</p> <p>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 (<a href="https://go.gov.sg/sto-enquiry">https://go.gov.sg/sto-enquiry</a>).</p>

## Section 2: Step 8 of Process – Declaration and Confirmation

	Screen	Instructions
2.8.1		<p><b>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.</b></p> <p><b>For more information on the vaccination requirements for entry, please visit <a href="https://safetravel.ica.gov.sg/stpl/vaccination-requirements">https://safetravel.ica.gov.sg/stpl/vaccination-requirements</a>.</b></p>

## Confirmation

### Check Application & Proceed to Payment

Application Number:

Identification Number	Name of traveller	Cost of Swab Test (SGD)	Cost of Stay at SHN Dedicated Facility (SGD)	Total Amount (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)

	Screen	Instructions
2.9.1	<div><div>Pay with card</div><div>Email<div>student@inst.edu.sg</div></div><div>Card information<div>1234 1234 1234 1234<div><div>VISA</div><div></div><div></div></div></div><div><div>MM / YY</div><div>CVC<div></div></div></div></div><div>Name on card<div></div></div><div>Country or region<div>Singapore</div></div><div>Pay SGD 2,850.00</div></div>	<p>Please fill in email and card details for payment.</p> <p>Should you face difficulties, please contact the Safe Travel hotline at 6812 5555.</p>

## Section 2: Step 10 of Process – Successful application

	Screen	Instructions																				
2.10.1	<div><h3>Application Confirmation</h3><p>Application Number: [REDACTED]</p><div><p>Payment Status: Paid</p><p>An Approval Letter for Entry has been sent to the applicant's email.</p></div><table><thead><tr><th>Identification Number</th><th>Name</th><th>Swab Test</th><th>Stay at dedicated SHN</th><th>Total amount</th></tr></thead><tbody><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td colspan="4">Total for all Travellers</td><td>[REDACTED]</td></tr></tbody></table><div>BACK TO HOME</div></div>	Identification Number	Name	Swab Test	Stay at dedicated SHN	Total amount	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Total for all Travellers				[REDACTED]	<p>An application confirmation screen will be shown if the application is successful.</p> <p>Please print/save a copy of this page for your own records.</p> <p>Please check that you receive the Approval Letter for Entry in your email.</p>
Identification Number	Name	Swab Test	Stay at dedicated SHN	Total amount																		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]																		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]																		
Total for all Travellers				[REDACTED]																		