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## Immigration & Checkpoints Authority

Your ref: TU-2016-EXUN1603000D000  
 Our ref: IMS/

23 Jun 2016

STUDENT AFFAIRS OFFICE  
 NANYANG TECHNOLOGICAL UNIVERSITY  
 42 NANYANG AVENUE #04-02  
 SINGAPORE 639815



**Application ID: IHL-2016-APP-000008643**  
 (Please scan this barcode at the Self Service Ticketing Kiosk 3  
 for your queue ticket.)

Dear Sir/Madam

### IN-PRINCIPLE APPROVAL: STUDENT'S PASS-COMPLETION OF FORMALITIES

<b>NAME</b>	: PARK JEE HYUN	<b>DATE OF BIRTH</b>	: 19/09/1990
<b>FIN</b>	: G1618872M	<b>DURATION OF STP</b>	: till 12/05/2017
<b>COURSE</b>	: ELECTRICAL AND ELECTRONIC ENGINEERING		

I am pleased to inform you that the above Student's Pass application has been approved, subject to the results of the applicant's medical examination.

### Collection of STP - Off-Site Enrolment (OSE)

2 ICA, in collaboration with the Educational Institutions, conducts offsite enrolment on an ad hoc basis for the issuance of Student's Passes. Where applicable, the institution will advise applicant on the date, time and venue for the offsite enrolment. After the applicant has arrived in Singapore, he/she is required to report for offsite enrolment as scheduled for the issuance of a Student's Pass. Prior to the collection of Student's Pass card, the applicant is advised not to travel out of Singapore.

### Collection of STP - ICA Building

#### Strictly by Appointment \*

3 For an applicant who arrives outside the offsite enrolment window period, he/she is required to call in person at ICA Office, 4th Storey, ICA Building to complete formalities for collection of the Student's Pass. **THE COMPLETION OF FORMALITIES IS STRICTLY BY APPOINTMENT ONLY.** Please use our e-appointment facility at <http://eappointment.ica.gov.sg> to select the preferred date and time. **To make an appointment, applicant will need his/her FIN (G1618872M) and e-Appointment ID: 643.** On the date of the appointment, please proceed to the Self-Service Ticketing Kiosk 3 located at Visitor Services Centre 4th Storey, ICA Building to obtain a queue ticket. The applicant is advised to be punctual for the appointment.

4 Please bring along the following documents when collecting the pass:

- a. This letter;
- b. The applicant's passport/travel document with a valid Visit Pass. A copy of the passport particulars page must be submitted to ICA;
- c. One recent passport-sized colour photograph of applicant which meets the following requirement;
  - i. The photograph must be sharp and clear, 35mm wide by 45mm high, taken within the last 3 months;
  - ii. The photograph should be in colour and must be taken against a white background with a matt or semi-matt finish; and;
  - iii. The photograph image must show the full face measuring between 25 mm and 35 mm from chin to crown of head and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);
- d. The printout of the Student's Pass application form (Form 16) that was submitted through the Student's Pass OnLine Application & Registration (SOLAR) System. The printout must be **duly signed** by the applicant;
- e. Prior to completion of formality, the applicant is required to pay a **total fee of S\$90 (i.e. S\$60 Student's Pass Issuance Fee and S\$30 Multiple Journey fee)** using one of the following mode of payment:
  - i. online via SOLAR System (payment by credit/debit card or Internet banking); or
  - ii. at elobby located at ICA Building (payment by NETS or Cashcard); and
- f. A medical report according to the attached format including the original copy of the laboratory report and its official English translation, if the report is not in English language. (not applicable if the total course duration is less than 6 months).  
**Note: If the required documents submitted are not in order or if there is any discrepancy in the information declared, this in-principle approval letter will be treated as void and ICA reserves the right to refuse the issuance of the Student's Pass .**
- g. Prior to the collection of Student's Pass, the applicant has to acknowledge a copy of the **Terms & Conditions of Student's Pass (STP)**. Applicant is advised to print and read the Terms and Conditions before calling at ICA office for completion of formalities.

### Medical Report

5 For applicants who are not in Singapore, the medical examination can either be done in their home country or in Singapore by a registered doctor. **However, the medical examination required for subsequent renewal of the pass must be done in Singapore.** The doctor must certify the results of the medical examination in the attached medical report form. At the time of submission, the **medical report should not be issued more than 3 months ago**. If a medical report had been submitted to the Immigration & Checkpoints Authority or the Ministry of Manpower not more than 2 years ago, there is no need to submit a new medical report.

6 This letter is valid for **3 months** from the date shown above. It becomes void and the application is deemed withdrawn if the Student's Pass is not collected within this period. However please note that the Student's Pass will only be issued **1 month or less prior to the commencement of the course. Please ensure that the applicant has a valid stay in Singapore. This In-Principle Approval letter and/or the successful booking of an appointment for collection of Student's Pass at ICA Building/OSE do/does not constitute a legal extension of the applicant's stay in Singapore.**

7 This in-Principle Approval is given to the applicant based on the information provided vide TU-2016-EXUN1603000D000 for which he/she has truthfully declared to be so or for which the applicant has consented for a proxy to submit on his/her behalf and is fully aware of the information so provided by his/her authorised proxy.

8 The abovementioned applicant is required to note the following conditions:

- He/She observes the conditions as stipulated on the Student's Pass card and Disembarkation/Embarkation card issued to him/her;
- He/She is only permitted to attend the course at the school as stated in the Student's Pass;
- He/She shall attend classes regularly; and
- He/She shall surrender the Student's Pass for cancellation within 7 days of the date of cessation or termination of studies.

9 You are required to inform the applicant to surrender his/her Student's Pass for cancellation at this office within 7 days of cessation or termination of studies. Please extend a copy of the cancellation letter to this office for our follow-up action.

10 ICA reserves the right to request for the submission of any other documents, including original copies of documents that have already been submitted, after the collection of the Student's Pass.

Yours faithfully,  
ANG BEE HIANG (MS)  
SENIOR CUSTOMER SERVICES EXECUTIVE  
VISITOR SERVICES CENTRE  
for CONTROLLER OF IMMIGRATION

\* An e-appointment booking can be made 1 day after the day of this letter.

**This letter is computer generated and does not require a signature.**



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