

## EXCHANGE AND NON-EXCHANGE STUDENTS APPLICATION FOR STUDENT'S PASS (For Admission in Semester 1 of AY2016-17)

All international students who have been accepted by Nanyang Technological University (NTU) as full-time students are required to hold valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA).

### 1. Application Fees and Charges

The following payments are to be made online using credit/debit card or internet banking only.

Processing Fee (The fee is payable upon submission of eForm 16 and is <u>non-refundable</u> .)  <i>* Please ensure all your personal and course information (including <b>your name is in accordance with the sequence reflected on your passport</b>) are <b>correct</b> before proceeding to submit the eForm 16. An additional processing fee of S\$30 will be imposed for any amendments made to the submitted eForm 16.</i>	S\$30
Student's Pass Issuance Fee  <i>*A replacement fee of S\$100 will be imposed if your Student's Pass is lost or stolen. S\$300 will be imposed for subsequent replacement.</i>	S\$60
Multiple-Journey Fee (where applicable)	S\$30

*Disclaimer: Information is correct at the time of printing.*

### 2. Submission of Application through SOLAR

The Student's Pass On-Line Application and Registration (SOLAR) allows international students who have been accepted by the University to apply for Student's Pass (STP) via the Internet to ICA.

### 3. Steps to Apply STP

You are advised to note and comply with all steps in the STP application.

#### (1) Registration of SOLAR Application (Action by NTU)

The SAO-Student Support submits your particulars on your behalf through the SOLAR system with the information as follows:

- Name, date of birth, sex and nationality of the student (as per your travel document)
- Course details, course commencement and course end dates; and
- SOLAR application reference number.

A registered SOLAR form will be generated from the system. You can view and download this form from the Exchange Portal. **Please note that the duration mentioned in the SOLAR refers to the duration of Student's Pass validity and not course programme duration.**

#### (2) Submission of eForm 16 via SOLAR (Action by Student)

Please check your registered SOLAR form carefully to ensure that **all your course and personal information including the sequence of your name is in accordance with your passport (please refer to appendix I)** are **correct** before you submit eForm 16. If any of the information is incorrect, please do **not** proceed with the submission and inform NTU immediately.

Using the registered SOLAR form you have received, you are required to login to **SOLAR system** (accessible via Exchange Portal) to submit eForm 16 for the Student's Pass application. The eForm should be submitted from **20 June 2016** onwards and must be done not later than 1 month from the commencement of your course. You must have the following information before logging into SOLAR:

- Registered SOLAR Form provided by NTU;
- Travel document/passport details (including travel document/passport number, date of expiry, etc);
- NRIC/FIN of your parents if they are Singaporeans or foreigners who are working or residing in Singapore;
- Singapore address and contact details (You can leave them blank if unavailable. Please indicate the address in the eForm printout once you have the details);
- Your email address; and
- One recent passport-sized colour photograph (to be uploaded online when you submit eForm 16) and must meet the following requirements:
  - ✓ Image must be taken within the last 3 months
  - ✓ Photograph should be in colour, must be taken against a white background with a matt or semi-matt finish
  - ✓ Image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features)
  - ✓ The photograph must be JPEG format and the file size should be about 150 Kbytes
  - ✓ The dimension of the photograph has to be 400 x 514 pixels

ICA may request some applicants to furnish additional documents in support of the application, where necessary.

A processing fee of S\$30 is payable at the time of submission of the eForm 16. Payment is to be made only by credit/debit card or internet banking via the SOLAR system. The fee is non-refundable regardless of the outcome of the application or if you have withdrawn the application after submission.

**Processing Time:** The processing time is at approximately 5 working days for international students who do not require a visa to enter Singapore. For those who require a visa to enter Singapore, the processing time is 10 full working days. Some applications may take a longer time to process. During the July/August peak period, applications may take a longer time to process.

**(3) Issuance of In-Principle Approval (IPA) Letter (Action by NTU)**

Successful applicants will be issued with an In-Principle Approval (IPA) letter by ICA through NTU. A visa will be incorporated in the IPA letter should you require a visa to enter Singapore. You do not need to apply for a separate visa and may enter Singapore by producing the IPA letter at the Singapore checkpoint. The IPA letter which is valid for 3 months can be viewed and downloaded from the Exchange Portal.

Please note that the IPA letter does not constitute a legal extension of your stay in Singapore. You have to ensure that you have a valid stay in Singapore.

**(4) Make Payment for Student's Pass Issuance Fee & Multiple-Journey Fee (Action by Student)**

Upon receipt of the IPA letter, please ensure that you make payment for the Student's Pass issuance fee of S\$60 and multiple-journey fee of S\$30 (where applicable) via SOLAR system. The fee(s) will be reflected in your IPA letter and payment should be made as soon as possible before **15 August 2016**.

**(5) Receive Appointment Date for Off-site Enrolment Exercise (OSE) (Action by Student)**

ICA, in collaboration with the NTU, conducts OSE during peak registration periods for students to complete all STP formalities. After you have settled into your housing, please register with SAO-Student Support to collect an appointment date for ICA OSE and medical check-up (if your course duration is more than 6 months). You are required to complete your medical check-up at NTU before the OSE or completion of Student's Pass formalities with ICA.

Please refer to the e-Welcome Package for the registration details.

**(6) Attend ICA OSE (Action by Student)**

ICA OSE will be held on **18 and 19 August 2016** at Function Room, Level B1, South Spine, above Lee Kong Chian Lecture Theatre. You are required to bring along the items as follows on the appointed date given to you:

- Appointment Date Slip;
- IPA letter from ICA (*duly stamped by SAO-Student Support for undergraduate students/OAFA for graduate students during your registration at NTU*);
- A printout of eForm 16 from SOLAR (*duly signed by you*);
- A valid passport / travel document;
- A photocopy of your passport particulars page;
- Embarkation / disembarkation card (IMM27);
- A recent colour passport-sized photograph (taken on white background);
- A printout of payment made for Student's Pass issuance fee and multiple-journey fee (where applicable); and
- A medical report (if required) in the prescribed ICA format including original copy of the laboratory report.

You will also receive 2 copies of Terms & Conditions of Student's Pass (STP) during the exercise. You need to sign on both copies and submit 1 copy to ICA during the exercise. The other signed copy is to be submitted during the collection of your STP (refer to point [7i]). You may [click](#) here to download a copy of the form.

**(7) Collection of STP (Action by Student)**

**(i) Offsite Enrolment at NTU - During Peak Registration Periods (For August Admission)**

The collection of STP will be on **1 and 2 September 2016**. You have to collect the STP in person.

Please note that applicant has to bring along (i) a signed copy of the Terms & Conditions of Student's Pass (STP) and (ii) original passport (**photocopy will not be accepted**) to collect the STP.

**(ii) Collection of Student's Pass at ICA - Off-Peak Period**

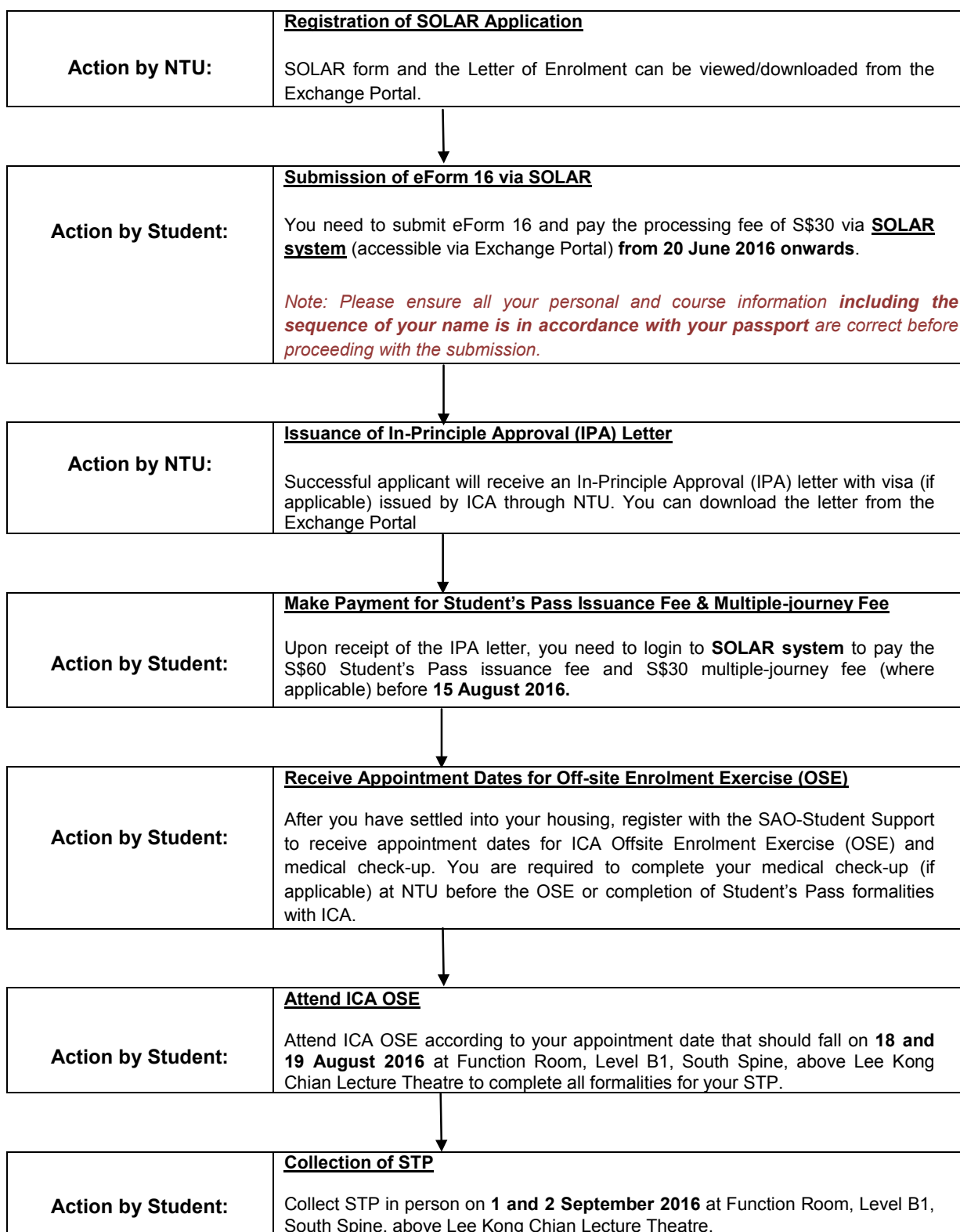
If you miss the OSE at NTU, you will be required to call in person at the ICA Building to complete the procedures and collect your Student's Pass. The completion of formalities is strictly by appointment only.

Please use ICA's e-appointment facility to select the preferred date and time to complete formalities. On the date of the appointment, you may proceed to collect your card at: Visitor Services Centre, 4th Storey, ICA Building (Next to Lavender MRT Station). You are required to bring all items from point (6).

**4. Contact Us**

Please contact the SAO-Student Support at +65 6790 6823 or [SAOstudentsupport@ntu.edu.sg](mailto:SAOstudentsupport@ntu.edu.sg) should you have any queries regarding the application of STP.

## STEPS TO APPLY STUDENT'S PASS



## APPENDIX I



Image 1

With reference to the passport shown in image 1, the name sequence shown on your Registered SOLAR form will be "ABC EFG XYZ".



Image 2

With reference to the passport shown in image 2, the name sequence shown on your Registered SOLAR form will be "TUV ABC".