Student's Pass Online Application and Registration (SOLAR)
For International Students pursuing Full-Time Studies

<u>Note for New Students</u>:
- *If you accept our offer of admission, the University will apply for the Student's Pass on your behalf via the Singapore Immigration & Checkpoints Authority (ICA) <u>SOLAR</u> system.*

- *ICA will only issue one Student's Pass to a student at any one time. You may apply to more than one institution but you can only <u>accept ONE offer</u>.*

- *If you have earlier accepted an offer from another institution but now wish to accept NUS offer instead, you would have to inform the other institution to cancel their Student's Pass application before you can proceed to submit your eForm 16.*

1) Procedure to submit eForm 16:

(a) Please go to the ICA website (**https://www.ica.gov.sg**), click on "***Applying to Stay***", followed by "***Becoming a Student's Pass Holder***" and select "***Institutes of Higher Learning***"

(b) Please do not use the "Back" and "Forward" browser buttons as it may end transaction. Select "***Student***" button to begin.

(c) To login to SOLAR, please key in the following five fields:

　(i) **SOLAR Application Number** (for security reasons, your unique SOLAR application number will be given to you via email)
　(ii) **Nationality**　　} *Please check that your particulars which we have submitted to ICA are*
　(iii) **Date of Birth**　} *correct and correspond exactly with the information <u>printed on your</u>*
　(iv) **Sex**　　　　　} *<u>passport</u>. Please inform the university immediately if there are any*
　(v) **Name**　　　　} *mistakes.*
　　- The name submitted to ICA must be in FULL (i.e. to include **first, middle and last** name/surname) and it must correspond exactly with the name printed on your passport.
　　- Initials will not be accepted.
　　- For names with diacritical marks (e.g. ǫ,é,ö), it should be submitted as per the Machine Readable Zone (MRZ), given at the bottom of the passport bio-data page. <u>For example</u>, Nilsen Christine Tǫnsberg would appear as "Nilsen Christine Toensberg" in the MRZ as shown below:

　　　　PVNORNILSEN<<CHRISTINE<TOENSBERG<<<<<<<<<<<<

(d) Once you have login successfully, you will be prompted to fill up the **eForm 16**, in which the following information are mandatory:

　(i) Marital Status (e.g. Single, Married, etc.)
　(ii) Race
　(iii) Religion
　(iv) Country of Birth
　(v) Travel Document Information (for the type of travel document held, you should select "International Passport")
　(vi) List of Countries the applicant has resided for past 5 years (to indicate at least one country)
　(vii) Antecedent (must select either "Yes" or "No" answers)
　(viii) Declaration (must be checked)
　(ix) Parents' Residential Status – This information is mandatory <u>only</u> if the student's parents are Singaporeans or foreigners who are working or residing in Singapore.

(e) After completing the eForm 16, please attach a recent passport sized color photograph online which meets the following specifications:

- Taken within the last 3 months
- Clear and in focus, 35mm wide by 45mm high, without any borders
- In colour taken against a plain white background without shadows
- Avoid white headgear and plain white clothing (headgear worn in accordance with religious or racial customs is acceptable but must not hide any facial features)
- Full face with the upper shoulders visible, facing forward with eyes open
- Hair must not cover the eyebrows or the eyes
- Even exposure (must not be taken under direct lighting)
- Spectacle frames must not cover part of the eyes
- Spectacle lenses must not reflect or glare
- You must look at the camera with a neutral expression and with mouth closed.

(f) **Your applications will be processed by ICA only upon payment of the processing fee of $30 (non-refundable).** For submission via Solar, please make payment by credit/debit card or internet banking.

(g) Please remember to print a copy of the eForm 16 after you have submitted it successfully via SOLAR as you will need it at a later time to complete the Student's Pass formalities. If you are unable to provide a Singapore residential address at the point of submitting your eForm 16 online, you may update it manually (using a pen) on the printed hardcopy of the eForm 16.

(h) Once your eForm 16 has been submitted successfully and the processing fee of S$30 paid, ICA will proceed to process your Student's Pass application and inform us of the outcome within 5 working days (for those nationals who do not require entry visa) or 10 working days (for those nationals who require entry visa). You may also check the status of your application via the same SOLAR system.

2) If your application is successful, you can print the In-Principle Approval (IPA) letter via the SOLAR system. At the Student Main Menu, click on the "Print Outcome Letters" hyperlink. However, if your application is unsuccessful, we will inform you via email/letter and your offer will be deemed as withdrawn.

If you are from a visa-required country, the IPA letter also serves as a single-journey entry visa. Please print and present the IPA letter together with your passport to the immigration officer upon your arrival.

3) For any queries regarding SOLAR, please email to ICA at ICA_STP1@ica.gov.sg.