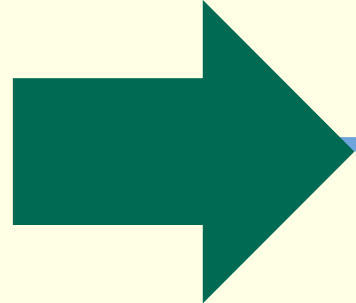


ICA STUDENT'S PASS (STP) APPLICATION

All International Students must have a valid pass to study in SP.

Even if your old Student's Pass for your secondary school has not expired, you are still required to apply for a new Student's Pass.

Steps to apply STP begin here



01

Email Notification and SMS if any

- Check your email regularly.
- SP will send an email notification and SMS (if you have provided us your Singapore contact number.

02

Your Student's Pass Application Number

- Your Student's Pass Application Number is PS-2026-XXXXXXX00000000 Where XXXXXXXX is your SP Admission Number.
- e.g.: if your Admission Number is 2601882, your Student's Pass Application Number will be PS-2026-260188200000000

03

Go to ICA website to submit eForm 16

- Fill in the required information.
- Upload supporting documents by the stipulated date.
- Pay processing fee within 7 days.
- See acknowledgement page for successful submission.

04

View Student's Pass Application Status

- 5 to 10 days after submission:
- Go to ICA website - click on "View Application Status"

07

Submit a copy of your Digital STP to SP

- Upload a copy of your digital Student's Pass with full information via:
- <https://enrolment.sp.edu.sg> > Upload Admission Documents within one week of issuance of Student's Pass.

06

Complete The Student's Pass Formalities

- Book an e-Appointment.
- Go to ICA Building on the scheduled appointment date and time to complete the formalities and the issuance of your Student's Pass.
- Refer to the IPA letter for the list of documents to bring on your appointment day.

05

Request for Document by ICA

- Click on "Upload Document" to submit the Completion of Formalities (COF) documents (e.g. ICA Medical Examination Report, T&C of STP) at least 1 month before IPA expires (IPA validity = 3 months)
- Click "Print Outcome Letter" to view IPA Letter.
- Once notified, pay issuance fee within 7 days.

09

Update Address

- Ensure that both your addresses below are updated via e-Services > Personal > Update Contact Details.
- overseas Home Country Address
 - Singapore Mailing Address

10

Pay Course Fee

- Pay your course fees via AXS:
- AXS Station via NETS (Machines located island-wide).
 - AXS e-Station (Internet).
 - AXS m-Station (Mobile/Tablet devices) via Credit Card (Master).

08

Important information

- ICA will take action against International students studying full-time without a valid immigration pass.
- It is therefore important that you submit a copy of your Student's Pass / Dependant's Pass to notify SP that you have valid pass to study at SP and remain in Singapore.
- Failure to submit will also result in the delay of processing the application for Tuition Grant and Diploma Student Concession Card.