

## Student Pass Related Information for International Students

### **Important documents required for completing Student Pass formalities:**

- IPA Letter
- e-Appointment slip
- ICA Medical Examination report
- X-Ray report
- Blood Test report
- Photo Requirement:
  - Student Pass card from Singapore requires applicants to follow strict photo requirements. The photos must be very sharp and clear. Any photos that the authorities find to be substandard will be rejected.
  - The photo must be on white background. Should the applicant's hair be white, the background colour must be light grey.

### **Renewal of Student Pass – Eligibility**

- Students who are continuing with the same course with our school
- Students who intend to take another course with our school after the completion of the existing one

#### How to renew?

- Proceed to Admissions Office with your existing Student Pass to request for renewal. It is the student's responsibility to report to the Admissions Office at least 2 weeks before the date of expiry on the card.
- Once approved, Admissions Office will provide you with the necessary documents to collect your Student Pass at ICA.

#### Things to note about your passport:

- Passport must have at least 6 months validity
- Renew your passport at the Embassy before the date of expiry

### **Cancellation of Student Pass**

#### ***When must I cancel my Student Pass?***

- Foreign students must surrender their Student Pass for cancellation within 7 days from the date of cessation or termination of their study.

#### ***What are the procedures for cancellation of the Student Pass?***

- You must inform your Programme Executive about your course withdrawal. Following which, you must return your Student Pass at the Admissions Office and request for cancellation.

### **Loss of Student Pass**

#### ***What should do if I lose my Student Pass?***

Foreign students who have lost their Student Pass are required to apply for a replacement within 7 days from the date of loss.

#### ***How can I apply for a replacement?***

1. Make a police report.
2. Submit the police report to the Reception Office.
3. Necessary documents will be prepared for you to bring to ICA.

#### ***Where can I get my replacement?***

**Immigration & Checkpoints Authority ICA Building**

10 Kallang Road (Level 4) Singapore 208718 (Beside Lavender MRT)

Operating Hours:

Weekday (8:00 am – 5:00 pm) Saturdays (8:00 am – 1:00 pm) Closed on Sundays  
& Public Holidays

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