



Please note that the following information is intended to be a helpful guide for prospective foreign students. However, for updated and authoritative information on Student Pass applications, please refer to the ICA's website: www.ica.gov.sg. All Student Pass applications are ultimately subject to ICA's approval. ETCAsia does not guarantee the success of any Student Pass applications it facilitates.

International Students

ETCAsia welcomes international students who wish to study at the college. It also encourages International Students to find local Singaporean sponsors (individual or organisation/church). The college currently does not offer any scholarships.

Married students are encouraged to come to Singapore with their spouse/family for their duration of study. All application fees are to be borne by the student/sponsor.

Student Pass Application Process

Once an international applicant has been accepted into a **full-time** course at ETCAsia, the college's Registrar Office will facilitate the Student Pass application process.

Step 1: Obtaining the In Principal Approval (IPA) letter from ICA

The Register office will register the Student Pass application on the **SOLAR+** (Student's Pass Online Application & Registration) system.

Upon successful registration, the Registrar will give a student pass application number (e.g. EJ246K-201903-288481) to the student to allow him or her to proceed with the application himself.

Students are responsible for applying for their student pass online via the link below:

1. <https://www.ica.gov.sg/reside/STP/apply/pei>

Note that the student can only apply for a pass **at least 2 months and not more than 3 months** before their course begins.

Once applied, the student is to monitor any updates regularly to see if pass is approved. (student might receive an email about it)

Step 2: Obtaining the Approval letter from Ministry of Education (MOE)

Once student pass has been approved and IPA letter has been issued, the registrar office will apply for entry approval with the Ministry of Education (MOE). Without it, the student cannot enter Singapore. Registrar office to forward MOE approval letter to student once received.

Student is also to check if he/she needs to go for a medical examination (check IPA letter). If yes, the student has 2 options to do it by a registered doctor:

1. in their home country OR
2. in Singapore

Once these 2 forms have been received, student can make plans to enter Singapore.

Entry to Singapore

At the Immigration Checkpoint, the student is required to fill in the white Disembarkation Card. A social visit pass of one-month stay in Singapore will be granted. The Student also needs to show Singapore Customs

1. the IPA letter
2. the MOE Approval Letter
3. the letter of acceptance to college (ICA edition)

Completion of Student Pass Application

After arrival, the student will follow ICA's instructions/requirements, detailed in the IPA letter, before collecting the Student Pass physically at the ICA building. The Registrar Office will be available to assist you with your queries. It will most likely require the student to have:

- A Medical Examination Report (done in home country or in Singapore).
- If a Security Deposit is required, the amount must be submitted in the form of a Banker's Guarantee from a local bank. The student is responsible for all associated costs. Singapore banks take 2 weeks - 1 month to produce it. Obtain a letter from the registrar office before going to the bank to expedite the process.
- Original, hardcopies of all supporting documents. These are required for verification when the student collects his/her Student Pass at the ICA Building in person. This collection is strictly by appointment only.

Note: Overstaying is a punishable offense under the Immigration Act. Please take note of the expiry dates of Student Pass and apply for an extension **at least two months** before it expires.

Rough Timeline

MID-MARCH	MID-APRIL	END-MAY	MID-JUNE
Apply for Student Pass <i>Note: Student Pass can only be applied at least 2 months and not more than 3 months before course commencement.</i>	Apply for MOE Approval letter	Arrival into Singapore via Passport with 6 months validity	Course commences