

**DOCUMENTS REQUIRED FOR RENEWAL/TRANSFER OF STUDENT'S PASS:**

1. Photocopy of passport
2. Photocopy of current student's pass
3. photocopy of original birth cert and translated version
4. 1 passport-sized photograph.

**eForm 16  
IMMIGRATION ACT  
(CHAPTER 133)  
IMMIGRATION REGULATIONS**



**APPLICATION FOR A STUDENT'S PASS  
[REGULATION 14(2)]**

All fields with \* are mandatory.

<b>PART A - PARTICULARS OF APPLICANT</b>				
Foreign Identification No.(FIN) <i>(if applicable)</i>			Malaysian ID No.	
*Full Name in BLOCK LETTERS (Underline Surname)		Alias, if any	*Birth Certificate No.	
*Race	*Religion (Denomination)	*Sex	*Date of Birth (DD/MM/YYYY)	
Email Address		*Nationality	*Province/State	*Country of birth
*Expiry Date of Employment/Dependant's Pass if any (DD/MM/YYYY)	*Occupation		*Marital Status	
*Type of Travel Document Held	*Serial No. of Travel Document Held		*Issue Date of Travel Document (DD/MM/YYYY)	
*Country of Issue of Travel Document	Place of Issue of Travel Document		*Expiry Date of Travel Document (DD/MM/YYYY)	
*School/Institute Applied For	*Course		*Period Applied For From                      To	
*Parents' Residential Status				
Father:		NRIC/FIN No:		Tel. No.
Mother:		NRIC/FIN No:		
Residential Address in Singapore				
Have you resided in any country for one year or more during the last 5 years?    *YES/NO				
List countries in which applicant has resided for one year or more during the last five years:				
Country	Address	Period of Stay (MM/YYYY) From                      To		
*Antecedent				
*Have you ever been refused entry into or deported from any country, including Singapore?			YES/NO	
*Have you ever been convicted in a court of law in any country, including Singapore?			YES/NO	
*Have you ever been prohibited from entering Singapore?			YES/NO	
*Have you ever entered Singapore using a different Passport or Name?			YES/NO	
If any of the answer is "YES", please furnish details on a separate sheet of paper				
<b>ANTECEDENT'S REMARKS</b>				

**IMM16**

**PART B - DECLARATION BY APPLICANT**

I hereby declare that all the particulars furnished by me in this application are true and correct.

I undertake not to study without a Student's Pass.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued.

I further undertake not to be engaged in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I give my consent for your department to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for immigration facilities.

Remarks/Explanation (if any):

I have read and agreed to the declaration.

.....  
Date

.....  
Signature of Applicant

**PART C - DECLARATION BY LOCAL SPONSOR**

(A local sponsor is required to complete either section I or section II below)

**SECTION I - For application sponsored by a school/institute only**

Name and Address of School

NRIC No./FIN of School Officer

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.

The statements made in this application are true and correct.

We shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

We have read and agreed to the declaration.

.....  
Name of School Principal/Officer

.....  
Signature of Person acting  
On behalf of the School

.....  
Date

**SECTION II - For application sponsored by an individual only**

Singapore NRIC No.:

Full Name in BLOCK LETTERS:

Relationship to Applicant:

Tel No:

Sex:

Date of Birth (DD/MM/YYYY):

I hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.

The statements made in this application are true and correct.

I shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

I have read and agreed to the declaration.

.....  
Date

.....  
Signature of Sponsor

**IMM16**

**INFORMATION ON SCHOOL  
[eFORM V36A]**

This eForm is to be completed by the school principal. For new applications, please fill up Section A only. For renewal and transfer cases, both Section A and B are to be completed by the respective school principals.

**SECTION A - FOR ALL APPLICATIONS**

- The Applicant, \_\_\_\_\_ (Name) is applying for a Student's Pass to take up the course on: \_\_\_\_\_ (Course Title) for a duration of \_\_\_\_ year(s) \_\_\_\_ month(s) \_\_\_\_ day(s) and the number of classroom training hours per week is \_\_\_\_ . (Ref. MOE's Course Registration No: \_\_\_\_\_ dated \_\_\_\_\_)
- If a Student's Pass is issued to the applicant, he/she will be admitted as a full-time student from \_\_\_\_\_ to \_\_\_\_\_ (with time-table attached herewith).
- I certify that the above applicant is suitable for admission to the above-mentioned course and is accepted by the school to study the course. The school undertakes the responsibility to monitor the attendance and performance of the applicant constantly. The school would ensure that the above-mentioned applicants:
  - would not fail to attend classes for a continuous period of 7 days or more without any valid reason;
  - would not have a percentage of attendance less than 90% in any month of the course without any valid reason.
 The school will inform ICA immediately if the applicant failed to meet the above requirements stated in 3(a) and (b). In such event, the Student's Pass may be cancelled or no further renewal will be granted to the applicant.
- Upon completion of the course, the school will ensure that the student will cancel and return his/her Student's Pass to ICA.

Remarks/Explanation (if any):

.....  
NRIC No./FIN and Name of School Principal/Officer

.....  
Date

.....  
Signature

.....  
School Name and Address

**SECTION B - FOR RENEWAL/TRANSFER CASES ONLY**

- I certify that the applicant has completed / not completed his/her course in the preceding year / stage. The progress report on the applicant as follows:-

Subjects	Marks(%)	Subjects	Marks(%)

Percentage of Attendance (%):

Applicant's Conduct :

- If a Student's Pass of applicant is renewed, he/she will continue in his/her course of study from \_\_\_\_\_ to \_\_\_\_\_

Remarks/Explanation (if any):

.....  
NRIC No./FIN and Name Of School Principal/Officer

.....  
Date

.....  
Signature

.....  
School Name and Address

**WARNING**

**IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION IN CONNECTION WITH THIS APPLICATION**

**STUDENT PASS RENEWAL: LETTER OF UNDERTAKING**

**Please note that ICA requires all international students to maintain an overall attendance of at least 90%.**

**If your overall attendance is below 90%, please provide the reasons in full detail below:**

**Name:**

**FIN Number:**

**Signature/Date:**