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UNIVERSITY OF LEEDS

Singapore
Visa Arrangements

Please be aware that Study Abroad Office staff are not qualified to offer consultations or in-depth advice regarding visa applications. Immigration laws are complex and subject to frequent changes. Therefore if you do have any further questions about the process of applying for your visa you will need to contact the appropriate Embassy directly. The information below is intended as guidance only and unless otherwise stated applies only to UK citizens without exceptional circumstances.

For Singapore, UK citizens do not require a visa but will instead need to obtain a valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA). The following guidance is also available on ICA's website: http://www.ica.gov.sg/services_centre_overview.aspx?pageid=256&secid=182

To apply for a Student's Pass, you must first be accepted and offered a place as a student at your host university. Applications for a Student's Pass must be submitted at least one month but not more than two months before the commencement of your course through ICA's Student's Pass Online Application & Registration (SOLAR) system (for Polytechnics and Universities):
https://solar.ica.gov.sg/solar/index.xhtml
Please note that you will be required to have a medical examination as part of the process (see further details under 'Completion of Formalities' below).

Procedure for Applying for the Student's Pass
Before you submit your application for the Student's Pass, your host university will register you through SOLAR with the following information:
- Your name, date of birth, gender and nationality (as it appears in your travel documents).
- Course details, course commencement and course end dates.
- SOLAR application reference number.

Once your host university has done this, you may log-in to SOLAR to submit the 'eForm 16' (the eForm 16 is provided when you log-in to SOLAR). You must have the following information before logging-in:
- A registration acknowledgement notice with the log-in information provided by your host university.
- Your passport details.
- NRIC/FIN of your parents if they are Singaporean or are working or residing in Singapore.
- A Singapore address and contact details (if not yet available, you should provide your host university's address).
- Your email address.

- One recent passport-sized colour photograph (to be pasted on the top-right corner of eForm 16), which must meet the following requirements:
  - It must have been taken within the last three months.
  - It should be in colour, against a white background and have a matt or semi-matt finish.
  - The image must show the full face without headwear (headwear worn in accordance with religious or racial customs is acceptable but must not hide facial features).

Upon submission of the eForm16 through SOLAR, you are required to print a copy of the eForm for submission to ICA to complete formalities for the issuance of a Student's Pass. ICA may request some applicants to provide additional documents in support of their application, where necessary.

The link to the SOLAR System can be found on this page:
http://www.ica.gov.sg/page.aspx?pageid=325&secid=182

Processing Time
The processing time is typically within 5 working days. However, during the July/August peak period applications may take longer to process. You are strongly advised to submit your application as early as possible. It may be longer during the July/August peak period.

Completion of Formalities
Once your application is processed, you will be issued an in-principle approval (IPA) letter by ICA via your host university. You will need to show the IPA letter at various checkpoints in order to enter Singapore.

You will need to obtain your Student's Pass as soon as possible on arrival in Singapore, but certainly before your 'social visit pass' expires (you will be given the 'social visit pass' on arrival). ICA will typically conduct offsite enrolment on an ad hoc basis for the issuance of student passes in collaboration with your host university.

Your host university should advise on the date, time and venue of the offsite enrolment. If no offsite enrolment is scheduled you will be required to make an appointment to go to the Visitor Services Centre/Student's Pass Unit, 4th Floor, ICA Building. Appointments should be made online via the ICA website at: https://eappointment.ica.gov.sg/ibook/index.do.

Before collecting the Student's Pass, you are also required to submit a signed copy of the 'Terms & Conditions for Student's Pass (STP) Card' to ICA, which can be found on the ICA website. The Student's Pass will be issued not more than one month before the commencement of the course.

You are required to provide the following documents for completion of formalities:
- Your valid passport and a copy of the passport information page.
- Your Disembarkation/Embarkation card, which is granted on entry into Singapore.
- One recent colour passport-sized photograph (taken on white background).
- The printout of the eForm 16 that was submitted through SOLAR (signed by the applicant).
- A copy of the in-principle approval letter (IPA).
- A medical report in the prescribed format (available on ICA's website). The medical examination can be done in the UK if you have never resided in Singapore on any long-term immigration passes in the past. However, it must be done on the prescribed medical report form and submitted with the relevant laboratory reports. At the time of submission, the laboratory reports must not be more than 3 months

older than the date of issue. Students who do not fulfil the medical requirements will not be issued with a Student's Pass.

- If you need to update ICA with your latest local address, you are also required to submit a change of address form.

Fees

For the Student's Pass application there is a processing fee of S$30, which is paid at the time of submission by credit/debit card or internet banking. There is a fee of S$60 for the Student's Pass to be issued, which is paid on collection of the Student's Pass.

Embassy contact details

Address: Immigration & Checkpoints Authority
ICA Building
10 Kallang Road
Singapore 208718

Operating Hours
Weekdays 8.00 am to 5.00 pm
Saturdays 8.00 am to 1.00 pm
Sundays & Public Holidays Closed

Tel: 6391 6100

Call Centre only open between
Weekdays: 8.00 am to 5.00 pm
Saturdays: 8.00 am to 1.00 pm