

Student's Pass Application

Approved Private Education Organizations/Kindergartens registered with MOE/Childcare centres licensed by MCYS

a) New applications

New applications must be submitted at least two months and not more than six months from the course commencement date. Applicants are not required to be present in Singapore while their applications are being considered. Hence, no extension of stay will be considered while the applications are under processing. Successful applicants may enter Singapore to complete the formalities after their applications have been approved. They will be issued with Student's Passes within one month of the commencement of the courses.

Basic Documents Required

- 2 copies of [Form 16](#), [Form V39S](#) and [Form V36](#) duly completed and signed by applicant and local sponsor at the relevant sections (The first set of forms must be original. The second set may be photocopies of the original set). You will require [Adobe Acrobat Reader](#) to read and print the form. Download may take a while;
- 2 recent passport-sized photographs (colour/black & white) to be pasted on the top right-hand corner of Form 16;
- Applicant's official birth certificate (photocopy);
- Applicant's highest education certificates and result transcripts (photocopy). In cases where a Notarial Certificate is submitted, a copy of the education certificates and result transcripts must still be included;
- Personal particular pages of applicant's travel document (photocopy);
- Local sponsor's identity card (photocopy);
- 1 copy of [Form V36A](#) duly completed and signed by the school.

The following additional documents are required if:

1. Applicant is a national from the visa-required countries
 - Documentary proof of financial ability in the form of bank statements/fixed deposit accounts/saving accounts (photocopy).
2. One of the applicant's parents/step parents is a Singapore Citizen/Singapore Permanent Resident
 - Parent's/step parent's official marriage certificate/divorce certificate and applicant's custody paper, where applicable (photocopy);
 - Parent's/step parent's highest educational certificate (photocopy);
 - Parent's/step parent's letter of employment (letter should state date of commencement of employment, designation, and salary per month) or copy of Business Registration Certificate (Instant Computer Printout) if applicant's parent/step parent is self-employed. These documents should not be issued more than 1 month ago;
 - Parent's/step parent's monthly CPF contribution for the past 12 months;
 - Parent's/step parent's Income Tax Assessment Notices for the past 3 years (photocopy).
3. Applicant's spouse is a Singapore Citizen /Singapore Permanent Resident
 - Spouse's marriage certificate/divorce certificate, where applicable (photocopy);
 - Spouse's highest educational certificates (photocopy);
 - Spouse's letter of employment (letter should state date of commencement of employment, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if applicant's spouse is self-employed. These documents should not be issued more than 1 month ago;
 - Spouse's monthly CPF contribution for the past 12 months;
 - Spouse's Income Tax Assessment Notices for the past 3 years (photocopy).

Note: Successful applicants are required to produce all original copies of their basic and supporting documents for verification when collecting the Student's Passes.

b) Renewal of Student's Passes

This section applies to students who are renewing their Student's Passes to continue the same course in the same school. Please submit applications for renewal of Student's Pass about 2 weeks before the expiry of the current Student's Passes.

Basic Documents Required

- 2 copies each of [Form 16](#) and [Form V39S](#) duly completed and signed by applicant and local sponsor at the relevant sections (The first set of forms must be original. The second set may be photocopies of the original set). You will require [Adobe Acrobat Reader](#) to read and print the form. Download may take a while;
- Applicant's travel document, Student's Pass card, Visit Pass and Disembarkation/Embarkation (green) card;
- Local sponsor's identity card;
- 1 copy of [Form V36A](#) duly completed and signed by the school.

c) Change of Schools/Courses of Study

This section applies to students who are applying for a new student's pass to take up a different course or study in a different school. For change of schools/courses of study, please submit applications at least 4 weeks before the commencement of the new course or at the new school.

Basic Documents Required

- 2 copies each of [Form 16](#) and [Form V39S](#) duly completed and signed by applicant and local sponsor at the relevant sections (The first set of forms must be original. The second set may be photocopies of the original set). You will require [Adobe Acrobat Reader](#) to read and print the form. Download may take a while;
- Applicant's travel document, Student's Pass card and Disembarkation/Embarkation (green) card;
- Disembarkation/Embarkation card - IMM 27 (white) duly completed;
- Local sponsor's identity card;
- 1 copy of [Form V36A](#) duly completed and signed by the school.

Processing Time

The normal processing time for a new application is about 4 weeks [2 weeks for institutions that are awarded the Singapore Quality Class for Private Education Organisations SQC(PEO)] upon receipt of the Student Pass's application and required documents. However, some applications may take a longer time to process. The local sponsor and education institution will be notified of the outcome of the application by post.

Payment and Collection

Upon the approval of the Student's Pass application, the applicant is required to collect the Student's Pass in person at the Visitor Services Centre of Immigration & Checkpoints Authority with the original required documents. The Student's Pass will be issued if the conditions as stipulated in the In-Principle Approval letter are fulfilled. The fee for a Student's Pass is \$40/= per year or part thereof. If an applicant requires a visa to enter or stay in Singapore beyond the visa-free period, he/she will need to pay an additional fee of \$20 for a single-entry visa. A further \$20 may also be payable for a multiple-entry visa with the issue of the Student's Pass. The fee is payable when the successful applicant completes the formalities to collect the Student's Pass.

Please make payment by NETS, CashCard or EZ link cards.

Other Important Information

- Applicant and the local sponsor will have to furnish additional documents and information whenever necessary.
- Please note that all original documents must be presented for verification. Official translation of the documents is required if they are not in the English language.
- Please ensure that all forms are duly signed and completed by applicant, the local sponsor and the school. Applications with incomplete forms or documents will NOT be accepted for processing.
- If the Student's Pass application is approved, applicant needs to be in Singapore on a valid immigration pass to collect the Student's Pass.
- The foreign student shall not enter or be retained as a student in any other school(s) or course(s) other than indicated on the Student's Pass.
- For change of local sponsor, the foreign student must submit a fresh set of application forms together with the new local sponsor's identity card for our consideration.
- Foreign students should surrender their Student's Passes for cancellation within 7 days from the date of cessation or termination of their study. The following documents are to be produced:
 - a. A letter from the student/local sponsor about the cancellation of the Student's Pass;
 - b. Confirmed ticket;
 - c. Applicant's valid travel document;
 - d. Disembarkation/Embarkation Card;
 - e. Student's Pass.

Security Deposit

Where applicable, a security deposit may be required from the local sponsor upon approval of the application. The security deposit is not required from the applicant, unless otherwise stated. The amount of security deposit can be seen in the table below:

Country	Rate per person and Form of Security Deposit
Malaysia and Brunei	Nil
Indonesia, Philippines and Thailand	S\$1,000 in the form of a Banker's Guarantee from any established banks in Singapore or Cashier's Order or NETS
People's Republic of China, India, Bangladesh and Myanmar	S\$5,000 in the form of a Banker's Guarantee from any established banks in Singapore or Cashier's Order
Others	S\$1,500 in the form of a Banker's Guarantee from any established banks in Singapore or Cashier's Order or NETS