

STUDENT PASS APPLICATION PROCEDURES

Applying for a Student Pass

Overseas applicants requiring a Student Pass must follow the following steps:

Step 1:

Applicant must complete the Application / Registration Forms and send it to us along with Notarised or Certified copies of the following supporting documents:

- High School & Highest Qualification Certificate
- Mark Sheet/ Transcript of Record of High School & Highest Standard
- Photocopy of Passport (if any)
- Applicant's recent Photograph 3 (Three) Copies (37mm x 37mm)
- Birth Certificate (Indicating both father's and mother's name & their date of birth)
- Marriage Certificate (If applicant is married OR Parent's Marriage Certificate)
- Proof of sufficient funds (e.g. Bank solvency certificate)

Step 2:

Once 'Punniya Language & Computer Centre' receive the above mentioned application material, Punniya Language & Computer Centre will go through all the documents and issue the Confirmation of Acceptance Letter & Acceptance Reply, Bank Permission Letter (for payment of fees) & Invoice, Student Contract, Student Pass Application forms from Immigration to the eligible applicants.

Step 3:

Applicant needs to sign the Student Contract (if minor the Parent /guardian) send it back to us together with the filled up Immigration Forms as well as the Registration and Administrative fee totaling SGD \$100 (Bank Draft, Cashier's Order) (payable to Punniya Language & Computer Centre as per banking permission letter).

Step 4:

Upon receipt of the Registration and Administrative Fee, Punniya Language & Computer Centre will process the SPS Insurance and make the application for a Student Pass to the Immigration and Custom Authority (ICA). (Processing takes between 4 to 6 weeks and may be longer in some cases). Application for Student Pass is subjected to the approval of the ICA.

Step 5:

Upon receipt of the Student Pass Approval Letter from the ICA, the applicant will be informed and at this stage the applicant needs to pay his/her Tuition Fee (IDCS) (before arrival) under Full Payment, otherwise student can pay on a monthly installment basis.

(Please note that Student Pass may need to be renewed periodically and it is renewed at the discretion of ICA.)

Step 6:

Security Deposit must be deposited in a form of Banker's Guarantee or Cashier's Order from any bank in Singapore to the ICA for collection of Student Pass upon arrival in Singapore.

Important Notes

- Please note that all original documents must be presented for verification.
- An official translation in English is required for all documents not in the English Language.
- Please ensure that all forms are duly signed and completed by the applicant, the local sponsor and the school.
- Any incomplete forms or documents may result in non-acceptance at the counter.
- Applicant and local sponsor will have to furnish additional information and documents whenever necessary.

COUNTRIES	AMOUNT
Malaysia	Nil
Indonesia, Philippines and Thailand	S\$1000
China, India	S\$5000
Others	S\$1500

For latest Singapore Immigration regulations please visit their website : www.ica.gov.sg

FREQUENTLY ASKED QUESTIONS ABOUT STUDENT PASS

Q. Who can apply for a Student's Pass?

Any foreigner who wishes to pursue full time studies in Singapore in an institution that is registered with the Ministry of Education or has obtained approval from the Controller of Immigration to accept foreign students, is required to apply for a Student's Pass.

However, Dependant's Pass holders studying in Government, Government-Aided, Independent, Foreign System School, Kindergartens and Immigration Exemption Order holders are exempted from applying for Student's Passes.

Q. Where can I obtain/submit the application Forms for a Student's Pass?

You may obtain/submit the application forms together with the supporting documents to Visitor Services Centre (VSC), Singapore Immigration & Registration Building, SIR Building, 4th Storey, 10 Kallang Road, Singapore 208718, Information/Queue Ticket Counter. However, you can also submit your applications through the school you intend to study in.

Q. Who can be a local sponsor?

Singapore Citizen or Singapore Permanent Resident above the age of 21 years old or the school that applicant intends to study can be the local sponsor. Companies are not allowed to act as sponsors.

Q. Which documents need to be certified or notarised at the time of application?

Applicant's highest academic educational certificate and result transcripts need to be certified/notarised. For People's Republic of China (PRC) nationals, they may submit the notarised copies of the supporting documents.

Q. Who can certify true copy of supporting documents?

The Singapore school that accepts a foreign student would have looked through the student's educational certificate and results transcripts before accepting him/her. Therefore, the school can certify the photocopies of educational certificate and result transcripts. The authorised personnel from the school should sign on the certified copy and endorse the schools stamp on the certified copies. Nonetheless, the foreign student is required to produce the original copies of the certified educational certificates and result transcript at the time of collection of the Student's Pass if he/she is an approved Student's Pass holder.

Q. Do PRC applicants taking courses in private schools still need to submit their application to Singapore Embassy in Beijing?

Yes. PRC nationals who wish to attend language, commercial, vocational and fine arts course at private schools in Singapore are still required to submit their new applications for Student's Passes through the Singapore Embassy in Beijing. Applications will not be accepted at the Visitor Services Centre. However, PRC nationals who are pursuing a degree programme registered with the Ministry of Education in private schools could submit their applications to the Visitor Services Centre at the Drop-in Box or by post.

Q. How do I know if ICA has received my application for the Student's Pass after I have deposited my application into the Drop-In-Box?

ICA will send an acknowledge card to the school or applicant or local sponsor once we received the application for the Student's Pass. If you do not receive our acknowledgement card after 1 week from the date of your submission, you could call ICA at Tel: 63916100 to enquire on the status of the application.

Q. What should I do if I do not hear from ICA after 4 weeks?

Your local sponsor will be informed of the outcome of your Student's Pass application by post as soon as ICA has finalised your case. You may call us at 63916100 for enquiries and clarifications.

Q. Must my medical examination be done in Singapore?

If you are a new applicant and not in Singapore, the medical examination can either be done in your home country or in Singapore by a qualified doctor. However, the medical examination required for subsequent renewal of the Student's Pass must be done in Singapore. The doctor must record and certify the results of the medical examination in the designated medical report form. The medical report should not be issued more than 3 months from the submission date of your application or renewal. If a medical report was submitted to ICA or MOM not more than 2 years from your submission date, there is no need to re-submit a fresh medical report. (The above requirement is not applicable to applicants who are below 15 years old.)

Q. Is the security deposit refundable?

The security deposit is refundable provided the student has not breached any of the conditions stated in the security bond executed by the local sponsor and his/her departure from Singapore is confirmed by ICA.

Q. When can my security deposit be refunded?

Generally, it takes about 6 weeks to process the refund or release of the cash deposit or banker's guarantee upon the cancellation or expiry of your Student's Pass and/or after the applicant has left Singapore.

Q. Am I allowed to work?

No. You are strictly not allowed to engage in any form of employment, whether paid or unpaid, or in any business, profession or occupation in Singapore during the validity of your Student's Pass unless you have the consent in writing of the Controller of Immigration. Violators will be prosecuted by law.

Q. How can a prospective student find out if a particular school obtained the CaseTrust for Education award?

All CaseTrusted PEOs will be listed on CASE website at www.case.org.sg. Alternatively, the prospective student can always contact CASE (Tel: 64611800) for further enquiries on the list of CaseTrusted PEOs.

Q. How does the CaseTrust for Education affect Student's Pass applications?

With EDB's launch of the new initiatives under the Education Excellence Framework, from 1 September 2005, all private education organisations will need to be awarded with the CaseTrust for Education to offer school placement for international students. Hence, with effect from 1 September 2005, the Immigration & Checkpoints Authority will only accept Student's Pass applications if they are for foreign students who are enrolled in a CaseTrusted institution.

STUDY IN SINGAPORE

Singapore is poised to scale new heights in the 21st century. It is a city that pulsates unceasingly with life. Singapore aims to be known not only for its top schools and excellent scholarship, but also for endorsing a strong culture of innovation and entrepreneurship.

Total land area: 682.3 sq km.

Comprises one main island (604.2 sq km) and a number of islets scattered off its northeast and south.

Location: Between latitudes 1° 09' N and 1° 29' N and longitudes 103° 36' E and 104° 25' E.

Climate: Singapore is an equatorial country with relatively uniform temperature, high humidity and abundant rainfall.

Average daily temperature: 26.8°C - 31 °C

Educational services are the new growth industry in Singapore s drive towards remaking its economy. This move underpins continuous efforts to attract and train skilled professionals from all over the world.

Singapore enjoys 11 Public Holidays a year:

- New Year 1st January
- Chinese New Year 2 days; usually in January or February
- Hari Raya Puasa 1 day; varies from year to year
- Hari Raya Haji 1 day; varies from year to year
- Good Friday 1st or 2nd Friday of April
- Labour Day 1st May
- Vesak Day 1 day; May
- National Day 9th August
- Deepavali 1 day; usually in October or November
- Christmas 25th December

What to consider ?:

Cost: Work out the amount of money you are setting aside to invest in your studies.

How Specialised: What are trends in your industry?

Work out your strengths with degrees in IT, E-Commerce, Finance, Law or Biological Sciences.

MOE Registered Schools: For added assurance, look out for schools that are registered with Ministry of Education, Singapore.

Estimated Cost of Living in Singapore

It is our advice that students should have additional funds at their disposal in case of emergency. Students should also not expect to get any funds from employment in Singapore. Working in Singapore is illegal while on a "student visa" and will result in prosecution as well as deportment. Students are advised not to depend on their Immigration Security Deposits for travel return tickets and should have sufficient additional funds.

Cost Areas	Per Month	PerYear(12 months)
Housing	* S\$350	S\$ 4,200
Transport	# S\$150	S\$ 1,800
Food	S\$300	S\$ 3,600
Others	S\$ 50	S\$ 600
Total	S\$850	S\$ 10,200

* Twin Sharing basis# Bus/Train

You should contact Housing Agent who will find you accommodation. Please feel free to make your own accommodation arrangements.

The following website may be helpful: < www.Singaporerentals.com >