



## RENEWAL OF STUDENT PASS

### Important Notes

- Please fill in Sections A,B,C,D and the attached e-form 16
- You are required to submit your renewal application to Student Care & Administration Dept at least 4 weeks before the expiry of your student pass.
- You are required to attach photocopies of
  - Latest result slips
  - Copy of your student pass (front & back of card)
  - Copy of your passport showing student's particulars
- For change of course, student are required to submit the applications at least 4 weeks before the commencement date of your course:
  - Copies of previous results slips have to be submitted together with this application
  - Your original student pass will be cancelled and is subject to approval after re-submission for the newly applied course. Processing time and approval will take approximately 2 weeks.
- With effect 1<sup>st</sup> April 2009, ICA has imposed a processing Fee of \$30.00 on every student pass application. Copy of the receipt for this payment to be attached with this renewal application.
- Fees for the collection of Student Pass at ICA are as follows:
 

Issuance Fee (Card)	- \$60.00
Multiple Journey Visa	- \$30.00
Single Journey Visa	<u>- \$30.00</u> (For Visa Required Countries only)
Total	- \$120.00

### SECTION A: STUDENT PARTICULARS

Name		Contact No
Passport No:	Fin No:	Student Pass Expiry Date:

### SECTION B: REASON FOR RENEWAL

<input type="checkbox"/> CURRENT STUDENT PASS EXPIRES:	Batch No:
Period applied for: From _____	To _____
<small>SCAD Officers: Please attach Update Course Schedule</small>	
<input type="checkbox"/> CHANGE OF COURSE:	Batch No: _____
Original Package: _____	Batch No: _____
New Package: _____	Batch No: _____
Period applied for: From _____	To _____
<small>SCAD Officers: Please attach Change of Student Status Form Students are required to surrender student pass cards for cancellation &amp; resubmission</small>	
<input type="checkbox"/> PROGRESSION:	Progress to Batch No: _____
Previous Batch No: _____	To _____
Period applied for: From _____	To _____
<small>SCAD Officers: Please attach Update Course Schedule</small>	



**SECTION C: REMODULE RECORD**

S/N	MODULE TITLE	DURATION	
		FROM	TO
1			
2			
3			
4			

**SECTION D: ACADEMIC RECORDS**

The applicant has \*successfully/unsuccesfully complete his/her course in the preceding \*year/stage.

The Progress report on the applicant is as follows:

SUBJECTS	MARKS (%)	SUBJECTS	MARKS (%)

Percentage of Attendance:	Applicant's Conduct: *Satisfactory / Unsatisfactory
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**For Official Use (To be updated by SCAD)**

Any Outstanding Fees?	Received by (CR)	Urgent for Processing Yes / No
Name of SCAD Officer	Results: Submitted / Not Submitted	Remarks:

**INFORMATION REQUIRED FOR ONLINE APPLICATION FOR A STUDENT' PASS (for eForms 16)**

**NOTE:**

- 1) All fields with \* are mandatory (compulsory). Any empty fields will be deemed as NIL/ NA
- 2) Strictly use only English characters to avoid errors when submitting online
- 3) Strictly use only **BLOCK LETTERS**
- 4) Please note that your signature in this form **MUST BE** the same as your passport signature)
- 5) The Institute shall not be responsible should the application be rejected due to the omission of certain information by you.

<b>PART A - PARTICULARS OF APPLICANT</b>				
Foreign Identification No.(FIN) ( <i>if applicable</i> )		Cancellation Date of Foreign Identification (Student Pass)		
Full Name in BLOCK LETTERS (Underline Surname)*		Alias, if any	Birth Certificate No.*	
Race (pls circle)* Chinese /Indian /Malay /Others	Religion (pls circle)* Buddhist /Christian /Freethinker /Hindu /Muslim/ /Sikh /Taoist /Others	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 (If student, put FULL TIME STUDENT)		Marital Status (pls circle)* Single/Married/Divorce/Widowed	
Type of Travel Document Held INTERNATIONAL PASSPORT	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)	
<b>Parents' AND/OR Step-Parents' Residential Status:</b>				
<b>Father:</b>	<input type="checkbox"/> Singapore Citizen/ Permanent Resident	<b>NRIC:</b> _____		
	<input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass)	<b>FIN No:</b> _____		
	<input type="checkbox"/> None of the above			
<b>Mother:</b>	<input type="checkbox"/> Singapore Citizen/ Permanent Resident	<b>NRIC:</b> _____		
	<input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass)	<b>FIN No:</b> _____		
	<input type="checkbox"/> None of the above			
<b>Step-Father/ Step-Mother: (Pls circle one)</b>	<input type="checkbox"/> Singapore Citizen/ Permanent Resident	<b>NRIC:</b> _____		
	<input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass)	<b>FIN No:</b> _____		
	<input type="checkbox"/> None of the above			

**Residential Address in Singapore**

House/Blk No: \_\_\_\_\_ Floor No: \_\_\_\_\_ Unit No: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Street Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

**List countries in which applicant has resided for one year or more during the last five years:\***

Country	Address	Period of Stay	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)

**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 :

**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 Student Pass has 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.

**I have read and agreed to the declaration, and I authorized the Management Development Institute of Singapore (MDIS) to submit the application for student pass online on my behalf.**.....  
Date.....  
Signature of Applicant