



## RENEWAL OF STUDENT'S PASS

### Important Notes

1. Please fill in Sections A,B,C,D and the attached eForm 16
2. You are required to submit your renewal application to Student Care & Administration (SCA) at least 4 weeks before the expiry of your student's pass.
3. You are required to attach photocopies of the following :
  - a) Latest result slips
  - b) Copy of your student's pass (front & back of card)
  - c) Copy of your passport showing student's particulars
4. For change of course, student are required to submit the applications at least 4 weeks before the commencement date of your course:
  - a) Copies of previous results slips have to be submitted together with this application
  - b) Your original student pass's 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.
5. With effect from 1<sup>st</sup> April 2009, ICA has imposed a processing Fee of \$30 on every student pass's application. Copy of the receipt for this payment to be attached with this renewal application.
6. Fees for the collection of Student Pass's 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'S PARTICULARS

Name	Contact No.
FIN No.:	Student Pass's Expiry Date:

### SECTION B: REASON FOR RENEWAL

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



**SECTION C: REMODULE RECORD**

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

**SECTION D: ACADEMIC RECORDS**

The applicant has \*successfully/unsuccessfully complete his/her course in the preceding \*year/stage.  
The Progress Report on the applicant is as follow.:

SUBJECT	MARKS (%)	SUBJECT	MARKS (%)

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

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

## 6. 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.

**WARNING**

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

PART A - PARTICULARS OF APPLICANT			
Foreign Identification No.(FIN) (if applicable)		Cancellation Date of Foreign Identification (Student Pass)	
Full Name in BLOCK LETTERS (Underline Surname)*		Alias, if any	Birth Certificate No.*
Race*	Religion*	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  <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass)  <input type="checkbox"/> None of the above	<b>NRIC:</b> _____
			<b>FIN No:</b> _____
<b>Mother:</b>		<input type="checkbox"/> Singapore Citizen/ Permanent Resident  <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass)  <input type="checkbox"/> None of the above	<b>NRIC:</b> _____
			<b>FIN No:</b> _____
<b>Step-Father/ Step-Mother: (Pls circle one)</b>		<input type="checkbox"/> Singapore Citizen/ Permanent Resident  <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass)  <input type="checkbox"/> None of the above	<b>NRIC:</b> _____
			<b>FIN No:</b> _____

**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

**PART C - APPLICANT'S PARENTS AND/OR STEP PARENTS**

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore	Occupation
	Father			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
	Mother			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
	Step-Father (if yes)			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
	Step-Mother (if yes)			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____

**PART D - APPLICANT'S SPOUSE (IF APPLICABLE)**

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore	Occupation
	Spouse			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____

**PART E - APPLICANT'S SIBLINGS**

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore
				<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above
				<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above

**PART F - APPLICANT'S EDUCATIONAL BACKGROUND**

Name of Schools/Colleges/Universities (In Chronological Order)	Country	State or Province	Language of Instruction	Period of Study		Highest Educational Qualification (Academic/Professional) (If Honours Degree, please state Class/Division)	Educational Certificate No.
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		
Obtained a pass in English : YES / NO							

**PART G - APPLICANT'S EMPLOYMENT HISTORY (IN CHRONOLOGICAL ORDER)**

Name of Companies	Country	Period of Working (DD/MM/YYYY)		Position Held	Nature of Duties
		From	To		

**PART G1 - GAP EXPLANATION FOR SUBMISSION (ADDITIONAL INFORMATION)**

Remarks:

**PART H - APPLICANT'S FINANCIAL SUPPORT (TO BE COMPLETED FROM VISA-REQUIRED COUNTRIES)**

Applicant	Average Monthly Income for past 6 months: S\$	Applicant's Spouse	Average Monthly Income for past 6 months: S\$
	Current Saving: S\$		Current Saving: S\$
Applicant's Father	Average Monthly Income for past 6 months: S\$	Applicant's Mother	Average Monthly Income for past 6 months: S\$
	Current Saving: S\$		Current Saving: S\$
Other Financial supports from immediate family members: YES / NO:			
If Yes, please state:			

**PART H1 - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS/ STEP PARENTS' ADDITIONAL INFORMATION**

**FATHER'S**

\* Marital Status: Single / Married / Divorced / Widowed      \* Custody of Applicant (if applicable): Father / Mother / Other

\* Marriage Certificate No: \_\_\_\_\_      \* Marriage Date: \_\_\_\_\_

\* Divorced Certificate No: \_\_\_\_\_      \* Divorced Date: \_\_\_\_\_

**MOTHER'S**

\* Marital Status: Single / Married / Divorced / Widowed      \* Custody of Applicant (if applicable): Father / Mother / Other

\* Marriage Certificate No: \_\_\_\_\_      \* Marriage Date: \_\_\_\_\_

\* Divorced Certificate No: \_\_\_\_\_      \* Divorced Date: \_\_\_\_\_

**STEP-PARENT'S**

\* Marital Status: Single / Married / Divorced / Widowed      \* Custody of Applicant (if applicable): Father / Mother / Other

\* Marriage Certificate No: \_\_\_\_\_      \* Marriage Date: \_\_\_\_\_

\* Divorced Certificate No: \_\_\_\_\_      \* Divorced Date: \_\_\_\_\_

**PART H2 - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS/ STEP PARENTS' ADDITIONAL INFORMATION ON EDUCATION**

**FATHER'S/STEP-FATHER'S**

\*Name of Schools/ Colleges/ Universities: \_\_\_\_\_ \*Educational Certificate No: \_\_\_\_\_  
\* Country: \_\_\_\_\_  
\*Highest Qualification (Academic/ Professional) (If Honours Degree, please state Class/Division): \_\_\_\_\_  
**MOTHER'S/STEP-MOTHER'S**  
\*Name of Schools/ Colleges/ Universities: \_\_\_\_\_ \*Educational Certificate No: \_\_\_\_\_  
\* Country: \_\_\_\_\_  
\*Highest Qualification (Academic/ Professional) (If Honours Degree, please state Class/Division): \_\_\_\_\_

**PART H3 - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS/ STEP PARENTS' ADDITIONAL INFORMATION ON CURRENT EMPLOYMENT**

**FATHER'S/STEP-FATHER'S**

\*Name of Company: \_\_\_\_\_  
\* Monthly Income: S\$ \_\_\_\_\_  
\*Average Income for the Past 1 year : S\$ \_\_\_\_\_  
\*Average Monthly CPF contribution for the past 1 year: S\$ \_\_\_\_\_

**MOTHER'S/STEP-MOTHER'S**

\*Name of Company: \_\_\_\_\_  
\* Monthly Income: S\$ \_\_\_\_\_  
\*Average Income for the Past 1 year : S\$ \_\_\_\_\_  
\*Average Monthly CPF contribution for the past 1 year: S\$ \_\_\_\_\_

**PART I - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT SPOUSE'S ADDITIONAL INFORMATION ON EDUCATION AND CURRENT EMPLOYMENT**

**EDUCATION DETAILS:**

\*Name of Schools/ Colleges/ Universities: \_\_\_\_\_  
\* Country: \_\_\_\_\_  
\*Highest Qualification (Academic/ Professional) (If Honours Degree, please state Class/Division): \_\_\_\_\_  
\*Educational Certificate No: \_\_\_\_\_

**CURRENT EMPLOYMENT DETAILS:**

\*Name of Company: \_\_\_\_\_  
\* Monthly Income: S\$ \_\_\_\_\_  
\*Average Income for the Past 1 year : S\$ \_\_\_\_\_  
\*Average Monthly CPF contribution for the past 1 year: S\$ \_\_\_\_\_