

Guidelines for Completion and Processing of Student Pass

Processing Time

All countries other than ASEAN require at least six months processing time from the date the registration form is received. For ASEAN countries four months will suffice.

Documents Required

1. **2** Recent passport photos preferably taken on a **white background**.
2. Photocopy of **every page of passport including blank pages**
3. Photocopy of **Birth Certificate** – if the applicant does not have an official birth certificate they should proceed to prepare a sworn Affidavit stating their name, date of birth, place of birth, Parents' names. The Affidavit must be duly notarized by an authorized Notary Public or relevant government dept. NB: For Indian Nationals only: the School Admission form is not acceptable.
4. Photocopy of **Education Certificates and Transcripts of grades**.
5. Marriage certificate if the applicant is married

All documents must be in English, if not, they must be translated into English and notarized by a Notary Public or relevant government department.

Please ensure that the name shown in the applicant's passport is identical to that in the Birth certificate. If there are any discrepancies please prepare an Affidavit explaining the discrepancy.

Completion of Immigration Forms

All dates must be completed in this format: **DD/MM/YYYY** e.g. 25/12/1950

Submission from China

New applications by PRC nationals, who are above 19 years old (i.e, passed their 19th birthday at the time their applications are submitted to ICA) and wish to attend a language, commercial, vocational or fine arts non-graduate/postgraduate degree course [including the University of London (UOL) tuition programmes], will be routed to the Singapore Embassy in Beijing (where an interview with the applicant may be required) for processing before routing to ICA for assessment. The applications will be routed directly to ICA for assessment if the PRC nationals are intending to take up a full-time course at an approved PEO that is awarded the 4 years EduTrust Star/EduTrust status.