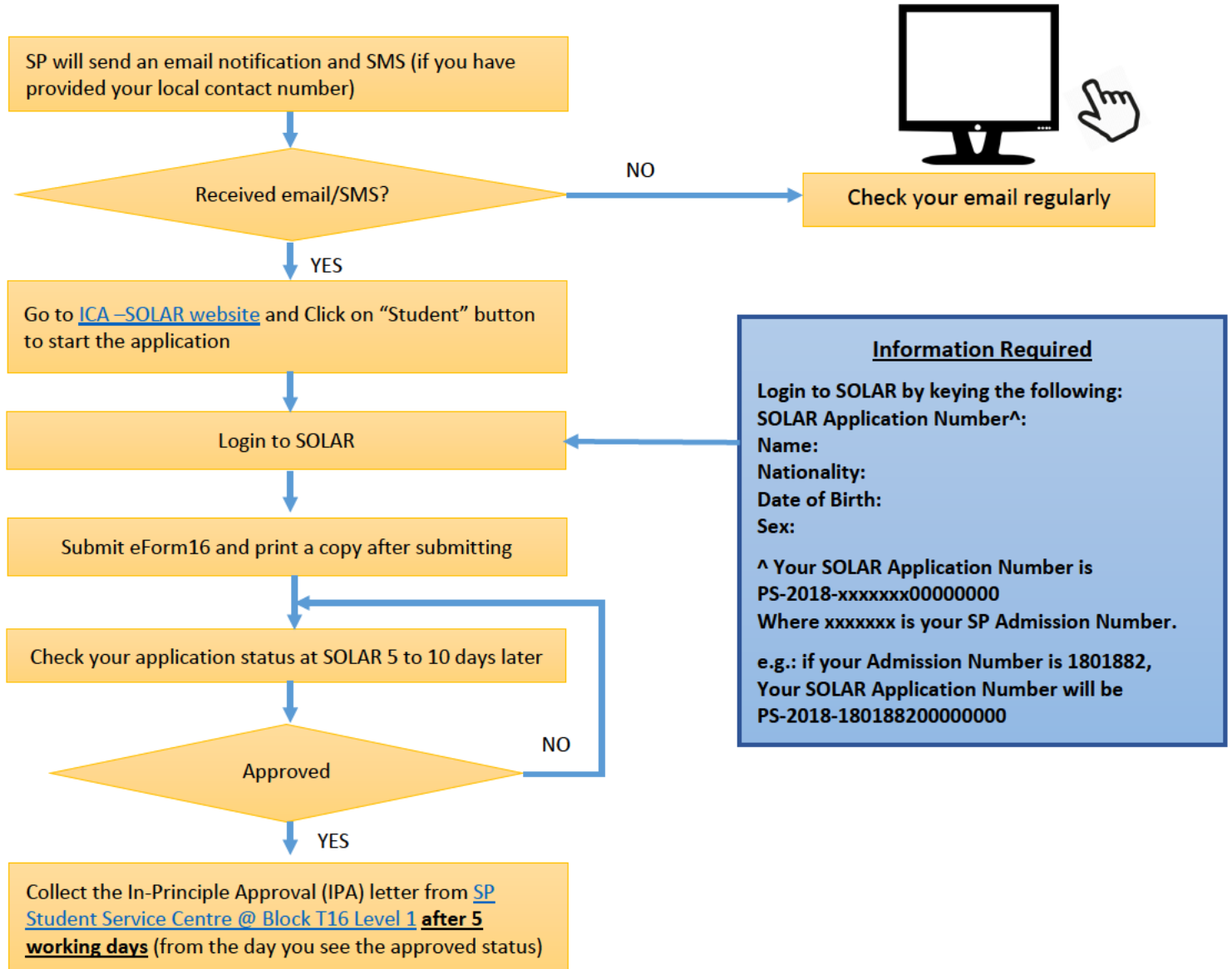


# Student Pass Application for International Students



- All International Students must have a valid pass to study in SP.
- Even if your old Student's Pass for your secondary school has not expired, you are still required to apply for a new Student's Pass.



# Student Pass Application for International Students



- After you have collected the In-Principle approval (IPA) letter from [SP Student Service Centre @ Block T16 Level 1](#), you are required to complete the Student's Pass Formalities with ICA.
- There are 2 Options

## Option 1

## Option 2

- Coming to SP Enrolment Centre on 3 and 11 April

1. On 3 April (Tuesday) 9am to 11am
  - Complete formalities with ICA (Note 1)
2. On 11 April (Wednesday) 9am to 11am
  - Collect Student's Pass from ICA
  - Submit photocopy of Student's Pass to SP (Note 2)
  - Pay course fees

- Complete the Student's Pass Formalities with ICA (Note 1):
- Book an [e-appointment](#) with ICA
  - Go to ICA Building on the scheduled appointment date and time to complete the formalities and collect your Student's Pass.

Refer to **Note 2** for further instruction

**Note 1** Refer to [www.sp.edu.sg/enrolment](http://www.sp.edu.sg/enrolment) > What's Next > [Student's Pass Application Process](#) for details.

**Note 2** Upon receipt of your Student's Pass, you should pay your course fees at one of the following options:

- AXS Station via NETS (machines located island-wide),
- AXS e-Station (Internet) and
- AXS m-Station (mobile/tablet devices) via Credit Card (MASTER)
- Selected OCBC Bank Branches via Cheque or Cash - refer to Fee Pay-In slip for details
- Finance Counter located at [Administration Block Level 2](#) via NETS, Credit Card (VISA OR MASTER), Cheque or Cash

Subsequently, submit the following at [Student Service Centre](#) within one week of issuance of Student's Pass.

- Photocopy of your newly issued Student's Pass, and
- A copy of receipt (if paid via AXS or Finance Counter), or
- Fee Pay-In Slip form – Green copy (if paid via Cheque or Cash at OCBC)

**It is important to submit a copy of your Student's Pass to SP to notify us that you have a valid pass to remain in Singapore.**

**Failure to submit will result in the delay of processing the Tuition grant and Diploma Student Concession Card.**