

# Guide on Student Pass Application for Students

4 January 2023



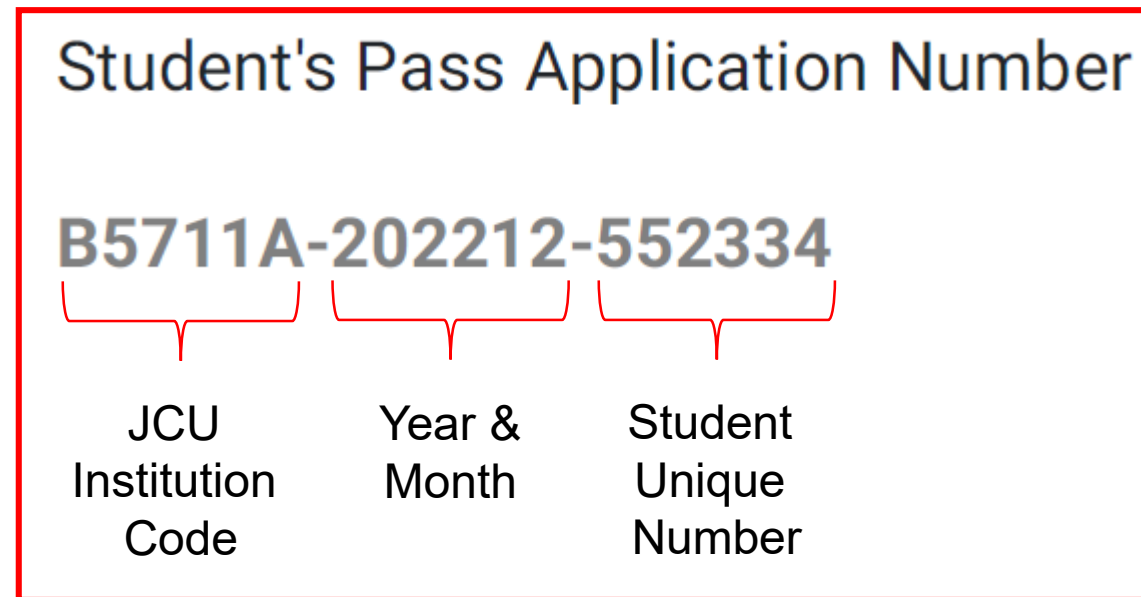
# Student Pass Application Processes

Process	Responsibility
Part A – Issuance of Student Pass Application Number	University
Part B – Keying in of information in the system	Student
Part C – Downloading the Eform from the system to sign	Student
Part D – Uploading of signed Eform into the system	University
Part E – Payment of Processing Fee	University

# Part A – Issuance of Student Pass Application Number

# Student Application Number

Upon accepting your offer, the university will issue a 'Student's Pass Application Number' for you to apply your Student Pass. Refer to example below.



# Part B – Keying in of information in the system

- Access Menu
- Student Login
- Foreign Student Menu
  - Eform 16
  - Eform V36

# Required Documents

Before you login, it is recommended that you have the following documents / information readily available:

- Passport Biodata Page (check the validity of the passport)
- Birth Certificate (if applicable, original and translated)
- Personal Details
- Family Members' Details
- Financial Support Details

# Access Menu

Go to <https://eservices.ica.gov.sg/ipsolarplus/web/index> and select 'Private Education Institutions (PEI)'.

I want to access...



# Student Login

Key in your 'Student Pass Application Number' and your particulars. Refer to example below. Once keyed in, click 'Login'.

## Student Login

### Important Notes ▾

- This service will take about 6 minutes to complete
- Please login using the information provided in the Registration Acknowledgement Letter from the school
- All entries must be made in English. For full name field, only certain Basic Latin characters will be accepted.

Student's Pass Application Number

B5711A - 202212 - 552334

Full Name (As appears in travel document)

MARY JANE DAWSON

Sex

Male  Female

Nationality/Citizenship

BRITISH ▾

Date of Birth

01 Dec 2000

Back

Login

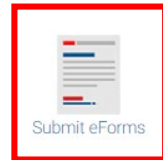


# Foreign Student Main Menu

Select 'Submit eForms'.

## Foreign Student Main Menu

I want to...



# Eform 16

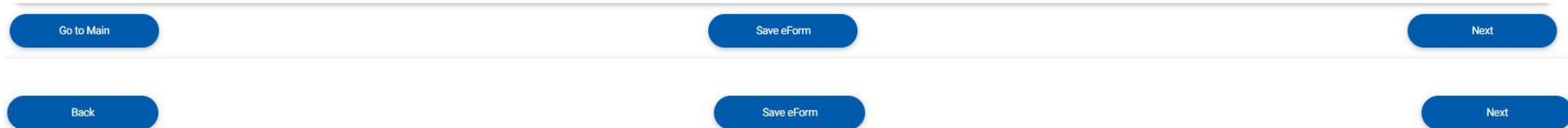
- Particulars of Applicant
- Travel Document Details
- Contact Information
- Course Information
- Residential Address in Singapore
- Applicant's Father & Mother Residential Status
- List countries/places in which applicant has resided for one year or more during the last five years
- Antecedent of Applicant
- Declaration by Applicant

# Please take note:

At the bottom of every page, there will be some buttons for you to maneuver around the pages in the system.

- 'Go to Main' – goes back to the 'Foreign Student Main Menu' page
- 'Back' – goes back to the previous page
- 'Save eForm' – saves anything you have filled in at that point (if there is no activity on the page for more than 10 minutes, the page will time out, so, please ensure you save those that you have filled in if you need to stop and return later)
- 'Next' – goes to the next page

Refer to examples below.



# Please take note:

Please ensure that all required fields are filled accordingly. Otherwise, a message in red will appear at the required field that was not filled or not filled correctly. Refer to example below.

Please make your declaration by checking the box before proceeding

I have read and agreed to the declaration.

# Particulars of Applicant

Key in your personal details. Refer to example below.

## Particulars of Applicant

Foreign Identification Number (if any)	Full Name (As appears in travel document) MARY JANE DAWSON	Surname/Family Name DAWSON
Alias (if any)	Sex FEMALE	Nationality/Citizenship BRITISH
Date of Birth 01 DEC 2000	Country/Place of Birth UNITED KINGDOM	Province/State ENGLAND
Birth Certificate Number B114-20	Marital Status SINGLE	Race Did you mean: BRITISH BRITISH
Religion NO RELIGION	Occupation FULL-TIME STUDENT	Employment/Dependant's Pass Expiry Date (if any)

# Particulars of Applicant

If you are holding a valid Dependant's Pass (DP) in Singapore, key in your Foreign Identification Number (FIN) and its Expiry Date. Refer to example below.

## Particulars of Applicant

Foreign Identification Number (if any) G1472583M	Full Name (As appears in travel document) MARY JANE DAWSON	Surname/Family Name DAWSON
Alias (if any)	Sex FEMALE	Nationality/Citizenship BRITISH
Date of Birth 01 DEC 2000	Country/Place of Birth UNITED KINGDOM	Province/State ENGLAND
Birth Certificate Number B114-20	Marital Status SINGLE	Race Did you mean: BRITISH BRITISH
Religion NO RELIGION	Occupation FULL-TIME STUDENT	Employment/Dependant's Pass Expiry Date (if any) 30 NOV 2023

# Travel Document Details

Key in your passport details. Refer to example below.

## Travel Document Details

Type	Issue Date	Expiry Date
INTERNATIONAL PASSPORT	05 NOV 2022	05 NOV 2032
Travel Document Number	Country/Place of Issue	Issuing Authority
54430926	UNITED KINGDOM	HMPO

\*If you have more than 1 valid passport, key in the details of the passport that you will be using to travel to Singapore.

# Contact Information

Key in your email address. If you have a Singapore Mobile Number, you may key it in as well. Otherwise, you may leave it blank. Refer to example below.

## Contact Information

Email Address	Singapore Mobile Number (if any)
MARYJDAWSON@GMAIL.COM	



# Course Information

This part will be auto-filled. You do not need to key in anything. Refer to example below.

## Course Information

Institute Applied For

JAMES COOK UNIVERSITY

Course

JCUS STUDY ABROAD PROGRAM (1 TRIMESTER) - UNDERGRADUATE

Period Applied From

13 MAR 2023

Period Applied To

13 JUL 2023

# Residential Address in Singapore

If you are not currently living in Singapore, leave this part blank.

Residential Address in Singapore (if available)

Postal Code	Block/House Number	Floor Number
<hr/>	<hr/>	<hr/>
Unit Number	Street Name	Building Name
<hr/>	<hr/>	<hr/>

If you are currently living in Singapore, key in your address in Singapore. Refer to example below.

Residential Address in Singapore (if available)

Postal Code	Block/House Number	Floor Number
388803	23	02
Unit Number	Street Name	Building Name
01	LORONG 7 GEYLANG	BRICKHOUSE @ SIMS

# Applicant's Father & Mother Residential Status

If your parents are not holding any valid pass with FIN in Singapore, select the 'None of the above' option. Refer to example below.

## Applicant's Father Residential Status

<input type="radio"/> Singapore Citizen/Permanent Resident	Father's NRIC Number	Father's FIN
<input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.)	_____	_____
<input checked="" type="radio"/> None of the above		

## Applicant's Mother Residential Status

<input type="radio"/> Singapore Citizen/Permanent Resident	Mother's NRIC Number	Mother's FIN
<input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.)	_____	_____
<input checked="" type="radio"/> None of the above		

# Applicant's Father and Mother Residential Status

If your parents are holding any valid pass with FIN in Singapore, select the 'Resident' option and key in their FIN. Refer to example below.

## Applicant's Father Residential Status

- Singapore Citizen/Permanent Resident
- Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.)
- None of the above

Father's NRIC Number

Father's FIN

G1234567K

## Applicant's Mother Residential Status

- Singapore Citizen/Permanent Resident
- Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.)
- None of the above

Mother's NRIC Number

Mother's FIN

G7654321P

# List countries/places in which applicant has resided for one year or more during the last five years

Aside from your home country, if you have not stayed at any other countries for a duration of at least 1 year within the last 5 years, select the 'No' option.

List countries/places in which applicant has resided for one year or more during the last five years (starting from latest residential address)

Have you resided in any country/place for one year or more during the last five years?

Yes  No

# List countries/places in which applicant has resided for one year or more during the last five years

If you have stayed at any other countries for a duration of at least 1 year within the last 5 years, select the 'Yes' option and key in the details. Refer to example below.

List countries/places in which applicant has resided for one year or more during the last five years (starting from latest residential address)

Have you resided in any country/place for one year or more during the last five years?  Yes  No

Country/Place	Period of Stay (From)	Period of Stay (To)
AUSTRALIA	5 /2019	11 /2020
	(YYYY)	(YYYY)

Address

ASTOR APARTMENTS, 19 FORBES STREET, WOOLLOOMOOLOO, NEW SOUTH WALES 20110, AUSTRALIA

Add Address

# Antecedent of Applicant

Read the questions carefully and select the options accordingly. If you select 'Yes' for any of the questions, you will need to explain the details in the text box provided. Refer to example below.

## Antecedent of Applicant

Have you ever been refused entry into or deported from any country/place, including Singapore?

Yes  No

Have you ever been convicted in a court of law in any country/place, 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 your answers is 'Yes', give details below:

I HAD ENTERED SINGAPORE WITH MY PREVIOUS PASSPORT NUMBER B5184263.

66/200

# Declaration by Applicant

Read through the declarations carefully and tick at the bottom to acknowledge. If you need to declare any other information, e.g. deceased parent, you need to key in the text box under 'Remarks/Explanation'. Refer to example below. Once done, click 'Next' to proceed.

## Declaration by Applicant

I declare that all information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that, if I have concealed relevant information or provided false, inaccurate or misleading information, I may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.

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 modifications or re-enactment thereof for the time being in force in Singapore.

I undertake not to be involved in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have 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.

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.

Remarks/Explanation (if any):

MY MOTHER, ELAINE JILL DAWSON, IS DECEASED.

43/200

I have read and agreed to the declaration.

Go to Main

Save eForm

Next



# Declaration by Applicant

If you are holding a valid Dependant's Pass in Singapore, you will need to declare that you are applying for a Letter of Consent (LOC) in the text box under 'Remarks/Explanation'. Refer to example below. Once done, click 'Next' to proceed.

## Declaration by Applicant

I declare that all information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that, if I have concealed relevant information or provided false, inaccurate or misleading information, I may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.

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 modifications or re-enactment thereof for the time being in force in Singapore.

I undertake not to be involved in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have 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.

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.

Remarks/Explanation (if any):

I AM CURRENTLY HOLDING A VALID DEPENDANT'S PASS, G3395258P, IN SINGAPORE. HENCE, I WOULD LIKE TO APPLY FOR A LETTER OF CONSENT TO STUDY AT JAMES COOK UNIVERSITY.

161/200

I have read and agreed to the declaration.

Go to Main

Save eForm

Next

# Eform V36

- Applicant's Father
- Applicant's Mother
- Applicant's Step Parents (if applicable)
- Applicant's Spouse (if applicable)
- Applicant's Natural Siblings
- Applicant's Education Background
- Applicant's Employment History
- Applicant's Financial Support

# Applicant's Father

Key in your father's details. (It should your birth father stated on your Birth Certificate.) Refer to example below.

## Applicant's Father

Full Name (As appears in travel document) ERIC JAMES DAWSON	Sex <input checked="" type="radio"/> Male <input type="radio"/> Female	Nationality/Citizenship BRITISH
Date of Birth 15 SEP 1970	Occupation BUSINESS CONSULTANT	Singapore Mobile Number
Residential Status in Singapore <input type="radio"/> Singapore Citizen/Permanent Resident <input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.) <input checked="" type="radio"/> None of the above	Father's NRIC Number	Father's FIN

# Applicant's Mother

Key in your mother's details. (It should be your birth mother stated on your Birth Certificate.) Refer to example below.

## Applicant's Mother

Full Name (As appears in travel document) ELAINE JILL DAWSON	Sex <input type="radio"/> Male <input checked="" type="radio"/> Female	Nationality/Citizenship BRITISH
Date of Birth 18 FEB 1972	Occupation SOCIAL WORKER (GENERAL)	Singapore Mobile Number
Residential Status in Singapore <input type="radio"/> Singapore Citizen/Permanent Resident <input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.) <input checked="" type="radio"/> None of the above	Mother's NRIC Number	Mother's FIN

# Applicant's Step Parents (if applicable)

If you currently have step parent(s), key in the details of your step parent(s). Refer to example below.

## Applicant's Step Parents

Relationship STEP MOTHER	Full Name (As appears in travel document) ALICE BRIE GILLIAN	Sex <input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality/Citizenship BRITISH	Date of Birth 17 JUN 1975	Occupation REGISTERED NURSE AND OTHER NURSING PROFESSIONALS (E.G* C
Singapore Mobile Number		
Residential Status in Singapore <input type="radio"/> Singapore Citizen/Permanent Resident <input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.) <input checked="" type="radio"/> None of the above	Step Parent's NRIC Number	Step Parent's FIN

# Applicant's Spouse (if applicable)

If you currently have a spouse, key in the details of your spouse. Refer to example below.

## Applicant's Spouse

Full Name (As appears in travel document) TERRY DAVID JOHNSON	Sex <input checked="" type="radio"/> Male <input type="radio"/> Female	Nationality/Citizenship BRITISH
Date of Birth 02 NOV 1998	Occupation BUILDING ARCHITECT	Singapore Mobile Number
Residential Status in Singapore <input type="radio"/> Singapore Citizen/Permanent Resident <input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.) <input checked="" type="radio"/> None of the above	Spouse's NRIC Number	Spouse's FIN

# Applicant's Father / Mother / Step Parents / Spouse

- For the 'Occupation' field, you may also refer to this beforehand as a guide:  
[https://www.ica.gov.sg/docs/default-source/ica/files/occupation\\_list.pdf](https://www.ica.gov.sg/docs/default-source/ica/files/occupation_list.pdf)
- If they are deceased, even though you have declared in the 'Declaration by Applicant' part earlier on, you are still required to enter their details in this part. For the 'Occupation' field, please key in 'OTHERS-NOT ECONOMICALLY ACTIVE'.
- If they are retired, please key in 'RETIRED WORKER OR PENSIONER'.
- If their occupation does not match with anything on the list, e.g. 'Freelancer', please key in 'Worker reporting unidentifiable or inadequately described occupation'.
- If they are not working, e.g. 'Housewife', please key in 'OTHERS-NOT ECONOMICALLY ACTIVE'.

# Applicant's Father / Mother / Step Parents / Spouse

- For Father / Mother that are currently holding any valid pass in Singapore, please key in their Singapore Mobile Number.
- For Step Parents / Spouse that are currently holding any valid pass in Singapore, please select their Residential Status in Singapore, key in their FIN and Singapore Mobile Number.

Refer to example below.

## Applicant's Father

Full Name (As appears in travel document) ERIC JAMES DAWSON	Sex <input checked="" type="radio"/> Male <input type="radio"/> Female	Nationality/Citizenship BRITISH
Date of Birth 15 SEP 1970	Occupation BUSINESS CONSULTANT	Singapore Mobile Number 98765432
Residential Status in Singapore <input type="radio"/> Singapore Citizen/Permanent Resident <input checked="" type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.) <input type="radio"/> None of the above	Father's NRIC Number	Father's FIN G1234567K



# Applicant's Natural Siblings

If you have sibling(s) from the same birth parents, key in the details of your sibling(s).

- Adopted or step sibling(s) are not required.
- If you do not have any sibling(s), you may leave it blank.
- If they are currently holding any valid pass in Singapore, please select their Residential Status in Singapore and key in their FIN.

Refer to example below. Once done, you may click 'Next' to proceed.

## Applicant's Natural Siblings 1

Full Name PETER JEFF DAWSON	Relationship BROTHER	Nationality/Citizenship BRITISH
Date of Birth 21 OCT 2002		
Residential Status in Singapore <input type="radio"/> Singapore Citizen/Permanent Resident <input type="radio"/> Resident (Long Term Visit Pass/Work Pass/Dependent's Pass etc.) <input checked="" type="radio"/> None of the above	Sibling's NRIC Number .....	Foreign Identification Number .....

Back

Add Sibling

Save eForm

Next

# Applicant's Education Background

Key in your education background based on the qualifications you submitted for your application. Refer to example below.

## Applicant's Education Background (Include Courses Attended in Singapore)

Please provide educational details  N.A

**Education 1**

Name of School/College/University UNIVERSITY OF LONDON <small>(In English Characters)</small>	Name of Native School/College/University NA <small>(In Foreign Characters)</small>	Language of Instruction ENGLISH
Country/Place UNITED KINGDOM	Province/State ENGLAND	Highest Educational Qualification BACHELOR OF BUSINESS (MANAGEMENT) <small>(Academic/Professional) (If Honors Degree, please state Class/Division)</small>
Educational Certificate Number IN PROGRESS	Period of Study From 05 SEP 2022	Period of Study To 24 DEC 2022

[Add Education](#)

# Applicant's Education Background

- For 'Name of Native School/College/University', you may key in 'NA'.
- For 'Highest Educational Qualification', there is a word limit. So, if the name of your qualification is too long, you may need to shorten it when keying in.
- For 'Educational Certificate Number', if the qualification does not have it, you may key in 'NA'.
- For qualifications that are in the midst of completing, under 'Educational Certificate', you may key in 'IN PROGRESS' and under 'Period of Study To', you may select the present date (it does not allow to select future date).

# Applicant's Education Background

For the part on the English, select 'Yes'.

Have you obtained a pass in English?

Yes  No

# Applicant's Employment History

If you do not have any employment history, tick 'N.A.'

Applicant's Employment History/Other Activities (Include Practical Training, Industrial Attachment and Internship in Singapore)

Please provide employment details  N.A

If you have recent employment history, you may key in. Refer to example below.

Applicant's Employment History/Other Activities (Include Practical Training, Industrial Attachment and Internship in Singapore)

Please provide employment details  N.A

**Employment 1**

Name of Company	Country/Place	Position Held
MARKS AND SPENCER	UNITED KINGDOM	STORE ASSISTANT
Nature of Duties	Period of Working From	Period of Working To
ASSIST IN MANAGING STOCKS, HELPING CUSTOMERS	01 DEC 2020	24 DEC 2022

Remarks/Explanation (if any):

0/200

Add Employment

# Applicant's Financial Support

Key in your financial support in Singapore Dollar (SGD) currency. If you have other financial support (e.g. scholarship, study loan, funds from relatives), key in the details in SGD currency in the text field provided.

## Applicant's Financial Support

<b>Applicant</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
800	3000
<b>Applicant's Father</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
3000	55000
<b>Applicant's Mother</b>	
Average Monthly income for past 6 months	Current Savings (SGD)
0	0
Other financial Support (eg. scholarship, study loan, funds from relatives)	If yes, please furnish details (SGD)
<input checked="" type="radio"/> Yes <input type="radio"/> No	I RECEIVE FINANCIAL SUPPORT OF SGD\$300 PER MONTH FROM MY AUNT, EMILY JOAN
	81/200

# Applicant's Financial Support

Tick the 'Declaration Statement' and click 'Next' to proceed.

I declare that all information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that, if I have concealed relevant information or provided false, inaccurate or misleading information, I may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.

Back

Save eForm

Next

# Part C – Downloading the Eform from the system to sign

- Documents Listing Details
  - Checking the Eform
  - Signing the Eform



# Documents Listing Details

Click 'Download Form' to save the Eform from the system. If you need to make any changes in the previous page(s), you may click 'Back'. Otherwise, you may exit by closing the page.

## Documents Required

- Please upload all the required documents by **12 Apr 2023**, otherwise this draft application will be deleted.

MARY JANE DAWSON (Applicant) ▾

S/No.	Document Type
1	Applicant's eForms declaration <a href="#">Download Form</a>
2	Passport Size Photo
3	Travel Document Biodata For sample illustration, click <a href="#">here</a>

[Back](#)

# Checking the Eform

- Please check through all the details you have entered.
- If there is an error that you need to change, you will need to log into the system again to make the change. Once the change is done, you will need to download the Eform from the system again.

# Signing the Eform

Once checked, please sign on pages 2 & 4 accordingly.

## Page 2

Date Signed

-----  
Date

Signature

-----  
Signature of Applicant

## Page 4

Date Signed

-----  
Date

Name

Signature

-----  
Name and Signature of Applicant

# Part D – Uploading of signed Eform into the system

- Submitting the Eform & Other Documents
- Uploading of Documents

# Submitting the Eform & Other Documents

- Once you have signed the Eform, please submit it via email to:  
Raudhah - [nurraudhah.abdulrashid@jcu.edu.au](mailto:nurraudhah.abdulrashid@jcu.edu.au)  
(Please copy Vanessa - [vanessa.goh@jcu.edu.au](mailto:vanessa.goh@jcu.edu.au) in CC.)
- Please submit it together with the following documents:
  - Birth Certificate (if applicable, original and translated)
  - Photo (Passport Size), please refer to the guidelines here to ensure that your photo can be accepted in the system:  
<https://www.ica.gov.sg/photo-guidelines>

# Uploading of Documents

- Once you have submitted your signed Eform and the other relevant documents, they will be checked and uploaded in the system accordingly.
- Should there be any issues with any of the documents, you will be informed to follow up accordingly.
- Otherwise, once uploaded, your Student Pass Application will be submitted.
- Kindly be reminded that at this stage, no further changes can be made to the documents.

# Part E – Payment of Processing Fee

# Processing Fee

- Once your Student Pass Application has been submitted, the university will make the Processing Fee payment for you.
- Once the Processing Fee has been paid, ICA will process your Student Pass Application.
- The normal processing time for a Student Pass Application will take about 2 to 4 weeks.



For more information,  
please contact JCUS  
Admissions Office at  
[admissions-  
singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au)  
or call +65 6709 3888.