

LIONBRIDGE CONSULTANCY SERVICES

Student's Pass: Offer to Arrival

A practical sequence for Institutes of Higher Learning

For Indian students and families considering Singapore

Practical, source-led, and designed for discussion - not a substitute for official admissions, immigration, employment, or financial advice.

Who needs this process

A foreigner accepted as a full-time matriculated or registered student at a listed Institute of Higher Learning generally needs a Student's Pass, unless holding a qualifying alternative immigration status. The school begins the process by providing the registration acknowledgement needed for ICA's online application.

Timeline

When	Action
After admission	Accept the offer, follow school instructions, obtain Registration Acknowledgement Letter
2-3 months before course	Apply online: ICA says at least 2 months and not more than 3 months before start
Processing	Published target is within 1 week, or 2 weeks if a visa is required; some cases take longer
After approval	Read IPA conditions; arrange entry and any medical report/appointment
In Singapore	Complete formalities/biometrics at school or ICA, then retrieve digital pass

Prepare before applying

- School Registration Acknowledgement Letter.
- Passport biodata page and birth certificate if applicable.
- Residence history, education, employment and financial-support information.
- Parent, spouse and sibling information where applicable.
- Singapore residential address and contact details, plus email.
- Recent passport-sized digital colour photo taken within the last three months.
- Originals, copies and acceptable official translations for non-English documents.

Fees and processing snapshot

- Application processing fee: S\$45, non-refundable.
- Issuance fee: S\$60; Multiple Journey Visa fee: S\$30 if applicable.
- Use ICA's current payment methods and portal; figures should be rechecked before payment.

After In-Principle Approval

- The IPA is conditional and does not guarantee entry; read every requirement stated in it.
- If a visa is required, ICA states it is automatically included in the IPA.
- Complete the Medical Examination Report if required.
- Use the school's offsite enrolment arrangement or book an ICA Services Centre appointment.
- Bring every document listed in the IPA and remain in Singapore on a valid immigration pass for formalities.

Digital Student's Pass

ICA issues the Student's Pass digitally. After formalities, retrieval instructions are sent by email; the pass may be available through FileSG/MyICA and viewable in Singpass after the stated processing period.

Common avoidable mistakes

- Arriving before the application is resolved and assuming a visit stay can simply be extended.

- Using an old photo, inconsistent passport data or an unsupported translation.
- Booking non-refundable travel without checking the IPA, course and school reporting dates.
- Missing an ICA or school message requesting more information.
- Treating the IPA as the final Student's Pass.

Personal tracker

Milestone	Date / reference	Complete
Offer accepted		☐
Registration acknowledgement received		☐
ICA application submitted / paid		☐
IPA received and read		☐
Medical/formalities arranged		☐
Digital pass retrieved		☐

Official sources and verification

Rules, fees, dates and eligibility can change. Re-check these pages before acting.

ICA - Student's Pass for Institutes of Higher Learning

<https://www.ica.gov.sg/reside/STP/apply/ihl>

Application timing, documents, fees and processing guidance.

ICA - Completion of formalities and issuance

<https://www.ica.gov.sg/reside/STP/collect>

IPA, medical report, appointments, issuance fees and digital pass retrieval.