



APPLICATION FOR EXTENSION OF STUDENT'S PASS

- Application form should be submitted at least one month and not more than 2 months before expiry date of your current student's pass. Please note that the submission of a student's pass application does not automatically renew the existing pass held. A new student's pass is considered issued only on completion of formalities at ICA. You are responsible for ensuring that you reside in Singapore on a valid immigration pass. **It is an offence to overstay without a valid pass. Students who forgot to extend their student's pass on time and stayed in Singapore without a valid immigration pass will be fined.**
- For research students, submit your completed application form to Student Service Centre, Level 1, Yusof Ishak House, 31 Lower Kent Ridge Road, Singapore 119078. For coursework students, submit to your respective faculty/school administrator. Once we receive your completed application form, we will register your request through ICA's SOLAR system and inform you to complete Form 16 online before your application can be processed accordingly.
- The ICA processing time is within 5 working days for students who do not require a visa to enter Singapore. For students who require a visa to enter Singapore, the processing time is 10 working days. During the July/August peak period, applications may take a longer time to process. Students are strongly advised to submit their applications early.
- Once the application is approved, we will inform you to collect the in-principle approval letter.
- Please note that you must surrender your current student's pass at ICA for cancellation at least 7 days before the date of expiry, at which a short term visit pass will be issued for you to complete the formalities for the issuance of the new student's pass.
- Student whose medical examination was done more than 2 years ago will have to undergo another medical check-up in Singapore and submit a new medical examination report.

Student's Particulars (Please write clearly in BLOCK LETTERS)		
Name		Student Card No.
Degree/Programme Bachelor's/ Master's / Graduate Programme / Ph.D. / Non-Graduating	Department (if applicable)	Expiry Date of Current Student's Pass (DD/MM/YYYY)
Contact No.	E-mail	
<p>I have fully understood the information given above and wish to apply for an <u>extension</u> of my Student's Pass for a period of (please tick relevant box):</p> <p> <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> Others (Please specify: _____) </p> <p>*Note: <i>Your requested period of extension cannot exceed your approved maximum candidature/programme duration.</i></p>		
Signature: _____		Date: _____