

For School's Use Only (Box ticked where applicable)

<input type="checkbox"/>	LETTER OF ACCEPTANCE (LOA) -	(For applicants with at least 1 parent being a Singapore Citizen or a Singapore Permanent Resident)
<input type="checkbox"/>	LETTER OF ACCEPTANCE (LOA) -	} (For applicants with both parents as foreigners)
<input type="checkbox"/>	LETTER OF REFERRAL (LOR) -	

THE VALIDITY OF THIS FORM EXPIRES ON

Please proceed to ICA to apply for a Student's Pass and return to school with a valid Student's Pass before the expiry date.

Note to Applicant:

Please note that in-principle acceptance is subject to the grant of a Student's Pass which is not automatic. In the event that the application for a Student's Pass is not successful, this in-principle acceptance will be treated as withdrawn.

PLEASE REFER TO INSTRUCTIONS GIVEN ON PG 2 OF THIS FORM

PART A PARTICULARS OF STUDENT (*Please delete where applicable)

Name (as in Passport):		Registration No.(for school's use only):
		FIN:
Gender: Male/Female*	Date of Birth: (dd) _____ (mm) _____ (yyyy) _____	Passport No.:
Highest Level Completed:	Level Applying For:	Nationality:
Singapore Address:		
Address in Home Country:		
Have you studied in Singapore schools before :	Yes []	No []
If yes, please indicate School name, and period of study	School Name:	Period of Study: (MMYY to MMYY)
Holding an Immigration Exemption Order (IEO)/Dependant's Pass (DP)?	Yes []	No []
If yes, please indicate IEO or DP	IEO/DP*	

PART B PARTICULARS OF PARENTS (*Please delete where applicable)

Particulars	Father	Mother
Name (as in NRIC/Passport):		
Nationality:		
Document & Document No. : Passport No./NRIC No. (Pink/Blue)/ Re-Entry Permit No.	Please specify type of document: _____ Above Document No.: _____	Please specify type of document: _____ Above Document No.: _____
Working in Singapore?	Yes []	No []
If yes, please indicate type of Work Pass or IEO and Foreign Identification No (FIN	[IEO/P1/P2/Q1/Q2/Work Permit]* FIN: _____	Yes [] No [] IEO/P1/P2/Q1/Q2/Work Permit]* FIN: _____

PART C PARTICULARS OF PARENT/GUARDIAN* (*Please delete where applicable)

Name (as in NRIC/Passport):	Gender: Male/Female*	
Local Residential Address:		
Home Tel No.:	Office Tel No.:	NRIC No.(Pink/Blue)*/Re-entry Permit No.*:

DECLARATION

I certify that the information given above is true to the best of my knowledge. I undertake to furnish any further information or documents required by the School/ICA in the processing of this application.

Signature of Parent/Guardian*

Date

PART D IN-PRINCIPLE ACCEPTANCE/REFERRAL BY SCHOOL (For School's Use Only, tick where applicable)

<input type="checkbox"/>	This is to certify that the above named foreign student has been tested and could be accepted for admission to (Level/Stream) _____ in this school, subject to him/her obtaining a Student's Pass from the ICA before admission. The duration of study for the abovenamed foreign student is expected to be up to (dd) _____ (mm) _____ (yyyy) _____.
<input type="checkbox"/>	This is to certify that a copy of this Letter of Referral (LOR) has been faxed to the Senior Manager, Visitor Services Centre, ICA, 10 Kallang Road, Singapore 208718 for follow up. ICA will contact the applicant directly.

Name of School Officer

Signature & Date

Tel No.

Fax No.

School Stamp (School Name In Full)

The ORIGINAL and PHOTOCOPY of document are required.

INSTRUCTIONS & NOTES FOR APPLICANTS

1. An applicant is to complete the application form for school admission of foreign student accurately before submitting it to his/her school of choice.
2. Holders of valid Dependant's Passes or Immigration Exemption Orders are exempted from having to apply for Student's Pass to attend academic courses in Government, Government-Aided and Independent Schools.
3. Applicant can proceed to Immigration & Checkpoints Authority (ICA) with LOA endorsed by school to apply for a student's pass once he/she has been confirmed to have been "accepted in-principle" by the school. Only the **ORIGINAL** copy of the endorsed LOA will be accepted by ICA.
4. Please complete the set of Student's Pass Application Forms (ICA Form 16, V103, V39S and V39Q) accurately, and submit them together with the LOA and supporting documents stated on the notes for applying student's pass to study in Government/Government-Aided/Independent Schools to the Visitor Services Centre, ICA, 10 Kallang Road, Singapore 208718.
5. A foreign student is requested to make biennial donation of \$1,000 (ie payable once every two years) to the Education Fund of the Ministry of Education if his/her application to study in Singapore is approved. The donations to the Education Fund are eligible for tax-exemption and the official receipts will be made in favour of either the parent or the foreign student. Please refer to the Information leaflet on the admission of foreign students to Government, Government-Aided Schools & Independent Schools in Singapore. This can be also found in internet website <http://www.moe.edu.sg/esp/foreign/>.

CHECKLIST OF DOCUMENTS REQUIRED BY SCHOOLS

Please produce both the original and photocopy of the documents.

	TYPES OF DOCUMENT	For Official Use Only
(A) STUDENT'S DOCUMENTS	To show citizenship status: <ul style="list-style-type: none"> • <u>Valid</u> Passport/ Certificate of Identity • Birth Certificate 	
	<ul style="list-style-type: none"> • Change of Name Certificate (if applicable) • Latest School Report Book and Education Certificates • Dependant's Pass (if any) and the valid main work pass to which the dependant pass is linked • <u>Valid</u> Immigration Exemption Order or Dependant's Pass (if any) 	
(B) BOTH PARENTS' DOCUMENTS	<ul style="list-style-type: none"> • <u>Valid</u> Passports or Singapore NRICs/Re-entry Permits 	
	<ul style="list-style-type: none"> • Change of Name Certificate (if applicable) 	
(C) GUARDIAN'S DOCUMENTS	<ul style="list-style-type: none"> • Singapore NRIC/ Re-entry Permit 	

Note to Applicant:

In addition, an English translation duly certified by the respective Embassy, will be required when any of the documents submitted above is in a foreign language.

The ORIGINAL and PHOTOCOPY of document are required.