NEWCASTLE AUSTRALIA INSTITUTE OF HIGHER EDUCATION

A WHOLLY OWNED ENTITY OF THE UNIVERSITY OF NEWCASTLE

Required Documents for Student's Pass Application

1. A valid signed student contract for the duration of the study you are applying for Student's Pass.
2. Your travel documents (passport) biodata page or birth certificate (if applicable)
3. Your personal information, including the list of countries/places you have previously resided in, your educational background, employment history and financial support.
4. Your email address. No changes to the email will be allowed once the eForms are submitted to ICA. All future correspondences including the digital student pass issuance if the application is approved, will be directed to the email address provided in the eForms.
5. Your intended Singapore residential address and contact details, if available. If accommodation has not yet been confirmed, students may update their residential address when required by ICA.
6. Your next-of-kin information, including parent, legal guardian, spouse and/or sibling details (where applicable)
7. Newcastle Australia Institute of Higher Education (NAIHE) will register your details using the submitted required documents with ICA's SOLAR system to generate a SOLARPLUS Registration Number (Student's Pass Application Number) which is needed for you to apply for a Student's Pass. You will be informed of this number once it is generated. Ensure all your details are accurate and inform Singapore Student Central for any errors immediately.
8. ICA application and issuance fees are payable directly to ICA through the approved payment methods listed on the ICA website. Please refer to this link for the payment mode: https://www.ica.gov.sg/payment-refund
9. Your recent passport-size, digital, colour photograph within the last three months. Please refer to the photo guidelines for more information: https://www.ica.gov.sg/photo-guidelines

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Student's Pass Application Guide

1. **SOLARPLUS Student Login**
   - Upon receiving your SOLARPLUS Registration Number from NAIHE, go to this link: https://eservices.ica.gov.sg/ipsolarplus/web/cpindex
   - Click [Private Education Institution (PEI)] to proceed.
2. **Complete and submit eForms**
   - New Student's Pass Application, you will be directed to complete and submit eForm 16 and eForm 36
   - For renewal of Student's Pass Application, you will be directed to complete and submit eForm 16.
3. **Monitor your Student's Pass Application Status Regularly**
   - Login to SOLARPLUS (ica.gov.sg) using the SOLARPLUS Registration Number
   - Select "View Application Status"
   - Review the application status regularly and respond promptly to any request from ICA for additional documents or clarification to avoid delays.
   - Students whose application is rejected should contact Singapore Student Central immediately for advice on available options, including whether a fresh application or appeal may be possible.

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100 Victoria Street #13-01/02, National Library Building, Singapore 188064
T +65 6221 3306 Singapore-Enquiry@newcastle.edu.au newcastleaustralia.edu.sg CRICOS Provider Number: 00109J

4. **Completion of Formalities (COF) for APPROVED Student's Pass Application**

   - Select "View Application Status"
   - Print outcome letter and follow the instructions in ICA's Completion of Formalities (COF) portal and upload any required supporting documents.
   - Once Step 1 status becomes "COMPLETED", proceed to Step 2: "MAKE PAYMENT" for issuance fee.
   - Once Step 2 status changes to "COMPLETED" proceed to Step 3 and click "MAKE APPOINTMENT"

5. **Issuance of Your Digital Student's Pass**

   - Follow the instructions stated in Step 3
   - Scenario 1: Required to complete additional formalities in person at ICA Building

Or

   - Scenario 2: Exempted from reporting to ICA for the completion of formalities
   - Retrieve your digital Student's Pass copy from FileSG
   - **Submit a copy of your valid digital Student's Pass to Singapore Student Central via the designated university channel for enrolment and regulatory compliance purposes.**