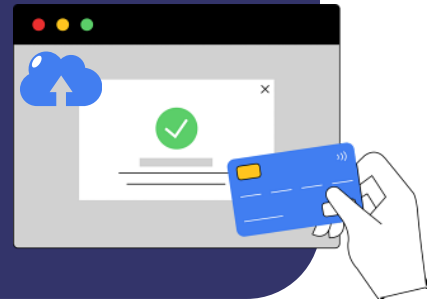


GUIDE TO BOOK AN APPOINTMENT FOR COMPLETION OF STUDENT'S PASS FORMALITIES

01.

Uploading of Documents & Payment



Appointment Booking

02.



Offsite Enrolment Details

03.



Retrieval of Digital Pass

04.



Uploading of documents, making payment and booking appointment for OSE

01.

02.

Uploading of Documents

- Login to STP eService and upload the require documents at least 1 month before the expiry of IPA.
- Medical Reports may be completed overseas. Once the Medical Report and/or T&C is submitted, processing will take up to 7 working days.



Payment

- Make payment (if applicable) after the previous step is shown as "Completed" in STP e-Service.



Appointment Booking

Students only able to make changes 2 days before confirmed appointment.



If you missed your confirmed appointment at OSE, you will have to book another appointment at ICA Services Centre after appointment date lapsed.

- Book your appointment 1 day after making payment at <https://eservices.ica.gov.sg/eappt/>
- Select Manage Appointments > Service > Completion of Student's Pass Formalities > Individual > Key in the relevant details under FIN and e-Appointment ID > Select the preferred date and **confirm**



- Student will receive an automated email notification on the confirmed appointment

What to prepare for offsite enrolment?

03.



Venue

Student will need to check in with their own respective institutions on the venue of the OSE

Documents

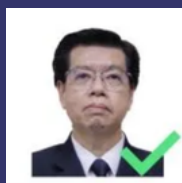
- Physical copy of IPA



- A copy of Visit Pass



- Physical Passport
- A copy of Passport Photo



- Local Singapore Phone Number

Photo Guidelines

- Photo background must be in white colour
- Photo must not be distorted or flipped
- Photo taken within the last 3 months



Completed enrolment?

Students to wait up to 7 working days to retrieve the Digital Pass



Step by Step guide to retrieve Digital Pass

04.



Email received?

Students will receive an email from “no-reply@file.gov.sg”

Open FileSG

- From the email, copy the “Transaction ID”, Click “Open in FileSG”
- Access FileSG from the pop up window, Paste the “Transaction ID”, Click “Open in FileSG”



Login and Select

- Key in FIN and Date of Birth
- Generate One-Time Password to your mobile phone OR email



- Select and view the Digital Pass
- Students can download the digital pass in PDF or Open Attestation (OA) format

Login Method

- Choose “i don’t have Singpass” or “Retrieve without Singpass”

