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10, Kallang Road #08-00  
Singapore 208718  
(Next to Lavender MRT Station)  
[ICA\\_Feedback@ica.gov.sg](mailto:ICA_Feedback@ica.gov.sg)

## Immigration & Checkpoints Authority

Your ref:  
Our ref:

15 November 2019

KUKULEGE SHASHITHA DILSHAN DE SILVA  
45 MIDDLE ROAD  
#01-00  
FOO ANN BUILDING  
SINGAPORE 188954

**FOR INFORMATION ONLY  
CANNOT BE USED FOR ENTRY INTO SINGAPORE**

(Application ID :   
(Please scan this barcode at the Self Service Ticketing Kiosk for your queue ticket.)

Dear Sir

### IN-PRINCIPLE APPROVAL: STUDENT'S PASS – COMPLETION OF FORMALITIES

NAME OF APPLICANT	:	KUKULEGE SHASHITHA DILSHAN DE SILVA
FIN	:	G3566493P
DATE OF BIRTH	:	10/10/2000
COURSE TITLE	:	DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT
STP PRE-APPROVED TILL	:	08/09/2020
COMMENCEMENT DATE	:	02/12/2019

I am pleased to inform you that the above Student's Pass application has been approved, subject to the submission of the required documents, payment of **total fee of \$60** [see Annex(es)] and satisfactory result of your medical examination.

#### Collection of Student's Pass – Strictly by Appointment

2 You are required to complete formalities **in person** at ICA Office, 4<sup>th</sup> Storey, ICA Building. ICA will be enrolling applicants' iris images. To achieve quality and faster enrolment, you should not wear coloured, patterned or cosmetic contact lenses. Please note that the Student's Pass will be issued no earlier than one month from the course commencement date. **THE COMPLETION OF FORMALITIES IS STRICTLY BY APPOINTMENT ONLY.** Please use our **e-appointment facility** at <https://eservices.ica.gov.sg/ibook> to select your preferred date and time. Alternatively, you can also book your appointment via our mobile app, eAPPT@ICA, which can be downloaded free-of-charge from Apple App Store or Google Play Store. To make an appointment you will need your **FIN (G3566493P)** and **e-Appointment ID: 769**. On the date of appointment, proceed to the **Self Service Ticketing Kiosk** located at Visitor Services Centre 4<sup>th</sup> Storey, ICA Building to obtain a queue ticket. You are advised to be punctual for the appointment.

3 This letter is **valid for two months or till the commencement date as indicated above, whichever is later**. It becomes void and the application is deemed withdrawn if the Student's Pass is not collected within this period. **Please ensure you have a valid stay in Singapore.** This In-Principle Approval letter and/or the successful booking of an e-Appointment does not constitute a legal extension of your stay in Singapore.

4 ICA reserves the right to request for the submission of any documents, including original copies of documents that have already been submitted, after the collection of the Student's Pass.

Yours faithfully

LIM MEI GEK  
SENIOR PROCESSING EXECUTIVE  
VISITOR SERVICES CENTRE  
for CONTROLLER OF IMMIGRATION

<sup>1</sup>a) An e-appointment booking can be made 1 day after the date of this letter.

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**Part I – Documents Required for Collection of Student's Pass**

- (1) This letter;
- (2) A letter from the school (applicable to Private Education Organisation only), confirming that you are taking up the course, which is issued not more than 1 month ago;
- (3) Your passport/travel document with a valid Visit Pass;
- (4) Your medical report<sup>1</sup> and the original copy of the laboratory report (not applicable to an applicant below 15 years old);
- (5) The printout of Student's Pass application e-Forms<sup>2</sup> (e-Form 16, V36A and V36, where applicable). The printout must be duly signed by you; and
- (6) Prior to completion of formality, you are required to pay a **\$ 60 Issuance Fee** using one of the following mode of payment:
  - (i) online via SOLAR System (payment by credit/debit card or internet banking); or
  - (ii) at elobby located at ICA Building (payment by NETS, CashCard, Visa and MasterCard credit/debit cards).
- (7) Prior to collection of Student's Pass, you have to acknowledge a copy of the Terms & Conditions of Student's Pass (STP). You are advised to print and read the Terms and Conditions before calling at ICA office for completion of formality.

**Part II – Other Information**

- (1) For new applicants who are not in Singapore, the medical examination can either be done in their home country or in Singapore by a qualified doctor. **However, the medical examination required for subsequent renewal of the pass must be done in Singapore.** The doctor must record and certify the results of the medical examination in the specified medical report form. At the time of submission, the medical report should not be issued more than 3 months ago. If a medical report had been submitted to the Immigration & Checkpoints Authority or Ministry of Manpower not more than 2 years ago, there is no need to submit a new medical report.
- (2) You are required to note the following conditions:
  - (i) You are only permitted to attend the course at the school as stated in this In-Principle Approval letter;
  - (ii) You shall attend the class regularly; and
  - (iii) You shall surrender the Student's Pass for cancellation within 7 days of the date of cessation or termination of studies.
- (3) The school is required to inform this Office if:
  - (i) You have failed to attend classes for a continuous period of 7 days or more without any valid reason; or
  - (ii) You have not attended classes regularly i.e. where the percentage of attendance is 90% or lower in any month of the course without any valid reason; or
  - (iii) Your studies in the school have been terminated.
- (4) If you have ceased studying in the school, the school is required to inform you to surrender your Student's Pass card and Disembarkation/Embarkation card for cancellation at this office within 7 days of cessation or termination of your studies.
- (5) Failure to do any of the above (2)-(4) may affect the school's future applications for a Student's Pass and any other passes issued by this Office.

**Part III – Photo**

- (1) One recent passport-sized colour photograph of applicant which meets the following requirements:
  - (i) The photograph image must be taken within the last three months;
  - (ii) The photograph should be in colour and must be taken against a white background with a matt or semi-matt finish; and
  - (iii) The photograph image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);

**Important Note:**

This In-Principle Approval is given to you based on the information provided vide \_\_\_\_\_ for which you have truthfully declared to be so or for which you had consented for a proxy to submit on your behalf and is fully aware of the information so provided by your authorized proxy.

<sup>1</sup>Downloadable from ICA's website at <http://www.ica.gov.sg>.

<sup>2</sup>This is applicable for applications that were submitted through the Student's Pass OnLine Application & Registration+ (SOLAR+) system.

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