

This User Manual is intended for use by SOLAR+ users only and not for public distribution.

**STUDENT'S PASS ONLINE APPLICATION AND
REGISTRATION
For PRIVATE SCHOOLS -
ONLINE STUDENT'S PASS APPLICATION
Foreign Student User Manual**

Version 1.1

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1. Introduction

1.1 Overview

Since January 2003, the Immigration & Checkpoints Authority (ICA) has implemented the Student's Pass On-Line Application and Registration (SOLAR) System to facilitate foreign students in applying for a Student's Pass. SOLAR is currently available to the foreign students who have been accepted by any of the Institutes of Higher Learning (IHL) in Singapore. ICA has decided to develop the application (SOLAR+) to extend to the private schools in Singapore.

The SOLAR+ system is a web-based application and is hosted on the SHINE Hosting Environment.

The objective of the SOLAR+ system is to allow the private school users, foreign students and local sponsors to submit the Student's Pass application online.

1.2 Scope

The objective of this document is to explain the step by step guidelines on how to use the student module.

The target users for the student module shall be the foreign students.

Users of the student module should have basic knowledge of using a web browser such as Internet Explorer (IE), navigating from one page to another.

The chapters in this manual are organized in a logical functional manner, and not necessary in the order that the users would normally use the system.

A reader can go through this User Manual in any order according to the specific function that he/she encountered or is interested in.

Student function focuses on the functionality for the student. It allows submission of eForms, enquiry of application status and printing of application forms.

1.3 Definitions, Acronyms and Abbreviations

This manual uses the following conventions :

- '*' next to a field to show that the field is a mandatory field.
- **[BUTTON NAME]** to show it is a button.
 - **[Proceed]** button indicates that the system will be displaying another application page after the current page.
 - **[Confirm]** button indicates that the system will update or insert records in the database and display the acknowledgment page
 - **[Print]** button displays the letter on the browser and the system will update the record in the database.
 - **[Clear]** button will clear all fields and reset lists of all drop down lists.

Commonly used words:-

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- SOLAR+ Application No.
a unique number assigned by system for each student's application during registration
- SOLAR+ Registration Date
Date the private school register the student's application via SOLAR+ system

The following format is used by the SOLAR+ system:

- DDMMYYYY as a Date Format

1.4 Installation/Setup

a) Basic PC setup with Modem or Broadband

Browser :

Internet Explorer 5.5 and above, or
Netscape 6.0 and above

The user needs to configure the settings of his Internet browser before he launches SOLAR+ website.

To setup the IE setup configuration

- From the IE Menu, go to **[TOOLS]** and **[INTERNET OPTIONS]**
- Click on **[SETTINGS]** found at the **[GENERAL]** tab
- Select **[EVERY VISIT TO THE PAGE]**

To setup the Netscape setup configuration

- From the Netscape Menu, go to **[EDIT]**
- Click on **[PREFERENCES]**
- Click on **[ADVANCE]** and select **[CACHE]**
- Select **[EVERYTIME I VIEW THE PAGE]**

b) Page Setup of the browser

The user needs to configure the Page Setup of his Internet browser, in order to achieve the best result for the on-line letter/report printing.

To setup the IE printing configuration

- From the IE Menu, go to **[VIEW]**
- Click on **[TEXT SIZE]**
- Select **[MEDIUM]** (to ensure that each letter fit into one A4 size paper when printed)
- From the IE Menu, go to **[TOOLS]** and **[INTERNET OPTIONS]**
- View properties found at the **[GENERAL]** tab

Header and Footer

- Leave the Header and Footer blank

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Paper Orientation and Margin

- Portrait (for on-line letter printing)
- Margins (inches)
 - Left : 0.75"
 - Right : 0.75"
 - Top : 0.75"
 - Bottom : 0.75"
- Landscape (for on-line report printing)
- Margins (inches)
 - Left : 0.75"
 - Right : 0.75"
 - Top : 0.75"
 - Bottom : 0.75"

To setup Netscape printing configuration

- From the Netscape Menu, go to **[EDIT]**
- Click on **[PREFERENCES]**
- Click on **[APPEARANCE]** (to ensure that each letter fit into one A4 size paper when printed)
- Click on **[FONTS]**
- At **[PROPORTIONAL]** select **[SANS SERIF]**
- At **[SANS SERIF]** select **[ARIAL]**
- At **[SIZE (PIXELS)]** select size **[12]**

Header and Footer

- Leave the Header and Footer blank

To leave Header and Footer Blank (only on Netscape 7):

- From the Netscape Menu, go to **[FILE]**
- Click on **[PAGE SETUP]**
- At the **[MARGINS & HEADER/FOOTER]** tab, ensure that **[HEADER & FOOTER]** properties are all **[BLANK]**.
- At the **[PAPER]** tab, ensure that **[SIZE]** selected is **[A4 (210 x 297MM)]**

Paper Orientation and Margin

- Portrait
 - Margins (inches)
 - Left : 0.25"
 - Right : 0.25"
 - Top : 0.5"
 - Bottom : 0.5"
- Landscape
 - Margins (inches)
 - Left : 0.5"
 - Right : 0.5"
 - Top : 0.5"
 - Bottom : 0.5"

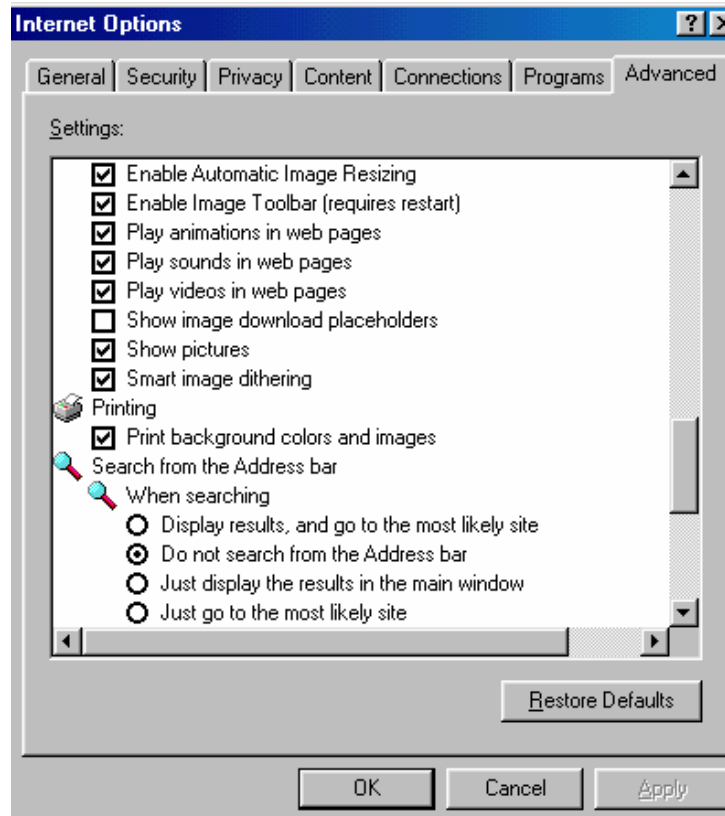
c) Printing Configuration of the browser

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In addition, it is good to set the Internet Browser Printing Option for better printing result.

To setup the IE printing configuration

- From the IE Menu, go to **[TOOLS]**
- Select **[INTERNET OPTIONS]** from the dropdown list
- The following dialog box will be shown



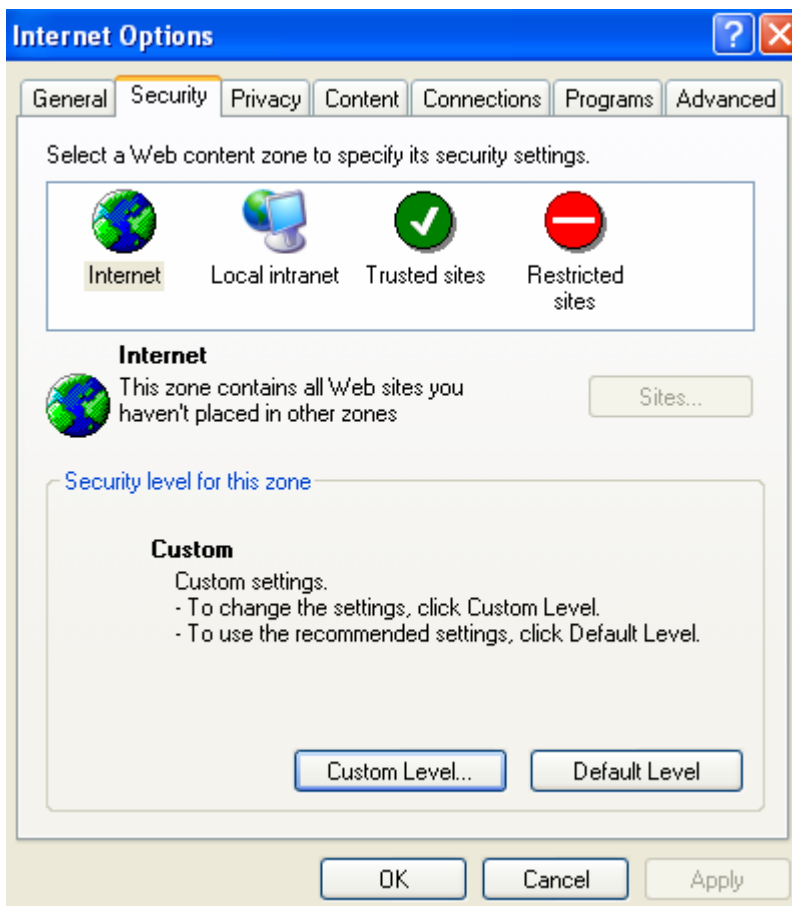
- Tick the checkbox next to the **[PRINT BACKGROUND COLORS AND IMAGES]**
- Click on the **[OK]** button to close the dialog box

d) Other settings of the browser

To ensure that the scripting is enabled under the security settings for Internet:

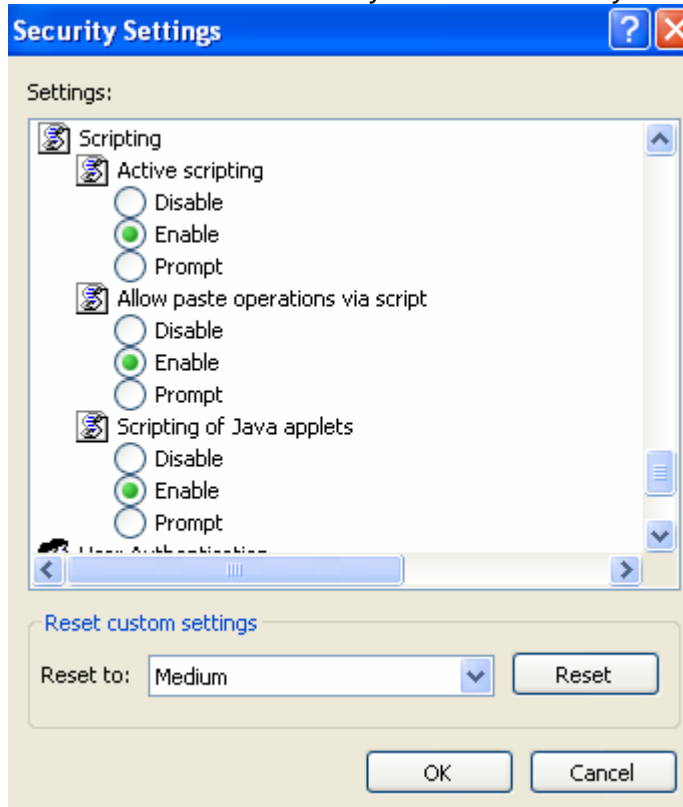
To check the IE configuration for the security setting:

- From the IE Menu, go to **[TOOLS]**
- Select **[INTERNET OPTIONS]** from the dropdown list
- The following dialog box will be shown



- Click on the **[CUSTOM LEVEL]**
- The following dialog box will be shown

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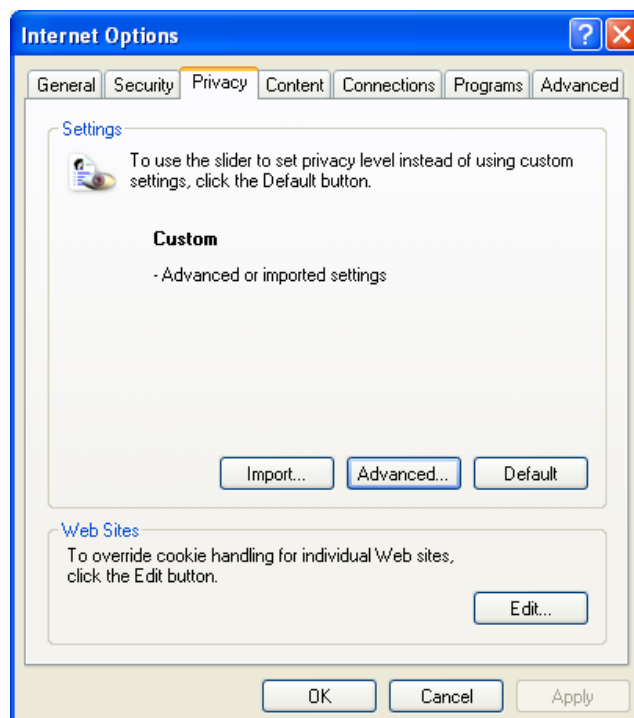
- Check to ensure that the 'Active Scripting' is enabled
- Click on the **[OK]** button to close the dialog box

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To ensure that the cookies handling is enabled under the privacy for Internet:

To check the IE configuration for the security setting:

- From the IE Menu, go to **[TOOLS]**
- Select **[INTERNET OPTIONS]** from the dropdown list
- The following dialog box will be shown



- Click on the **[ADVANCED]**
- Ensure that the setting for the 'Advanced Privacy Settings' is as shown



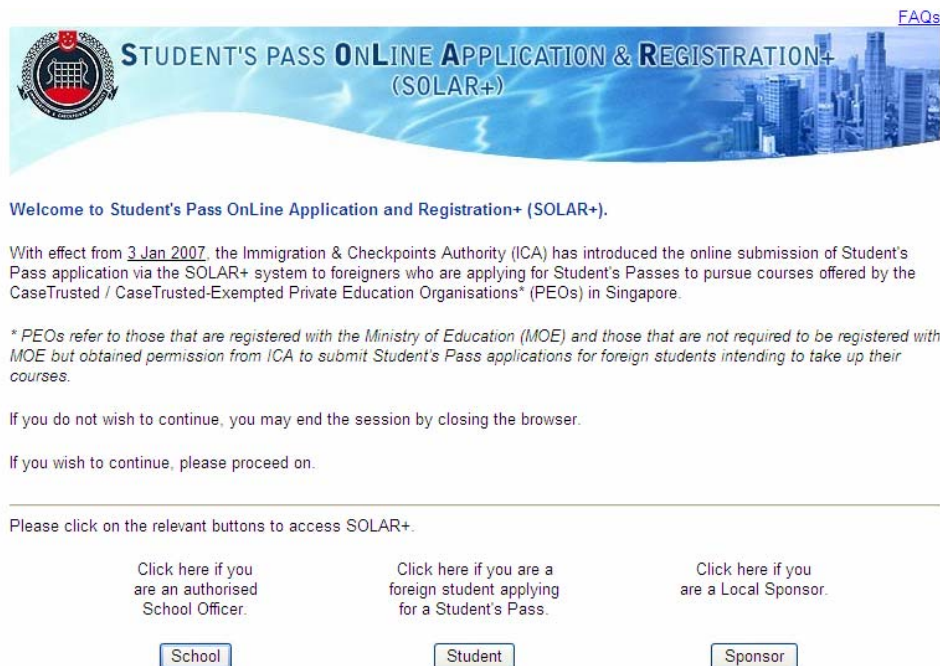
- Click on the **[OK]**

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2. FUNCTIONS

2.1 Welcome Page

To access the SOLAR+ system, either click on the ICA web site (URL: <http://www.ica.gov.sg/>) or the Government's eCitizen Portal (URL: <http://www.ecitizen.gov.sg>). The SOLAR+ system welcome page will be displayed as follows:



The screenshot shows the 'STUDENT'S PASS ONLINE APPLICATION & REGISTRATION+ (SOLAR+)' welcome page. At the top left is the ICA logo. The main heading is 'STUDENT'S PASS ONLINE APPLICATION & REGISTRATION+ (SOLAR+)'. A blue banner with a city skyline is in the background. A link for 'FAQs' is in the top right corner. Below the banner, the text reads: 'Welcome to Student's Pass OnLine Application and Registration+ (SOLAR+). With effect from 3 Jan 2007, the Immigration & Checkpoints Authority (ICA) has introduced the online submission of Student's Pass application via the SOLAR+ system to foreigners who are applying for Student's Passes to pursue courses offered by the CaseTrusted / CaseTrusted-Exempted Private Education Organisations* (PEOs) in Singapore. * PEOs refer to those that are registered with the Ministry of Education (MOE) and those that are not required to be registered with MOE but obtained permission from ICA to submit Student's Pass applications for foreign students intending to take up their courses. If you do not wish to continue, you may end the session by closing the browser. If you wish to continue, please proceed on. Please click on the relevant buttons to access SOLAR+.' Below this text are three buttons: 'School' (for authorised School Officers), 'Student' (for foreign students), and 'Sponsor' (for Local Sponsors).

This page displays the information about SOLAR+ for private school users, students and sponsor. It provides the hyperlink to the frequently asked questions (FAQs) on the top right hand corner of the page.

To login into the Student module, click on the **[Student]** button.

2.2 Login

This function is to allow the student to gain access to the SOLAR+ system.

Upon clicking on the **[Student]** button, the Student Login Page will be displayed.


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Note:

- All fields are mandatory.
- Strictly use only **English** characters.

Student Login

Please login using the information provided in the letter from the School

SOLAR+ Application No.	:	<input type="text" value="TB8888"/>	-	<input type="text" value="200612"/>	-	<input type="text" value="000238"/>
Student's Name	:	<input type="text" value="OU GOES WELL"/>				
Nationality	:	<input type="text" value="CHINESE"/>				
Date of Birth (ddmmyyyy)	:	<input type="text" value="01011980"/>				
Sex	:	<input checked="" type="radio"/> Male <input type="radio"/> Female				

Login

To login :

- Enter SOLAR+ Application No.
- Enter Name
- Select Nationality from the dropdown list
- Enter Date of Birth or click the calendar icon and select the date
- Select Sex
- Click on the **[Login]** button

[The above information can be found on the Registration Acknowledgement Form provided by the School]

If you are not authorised to access the system, the page below will be displayed:

ERRORS

- Access Denied as the solar application details do not tally with our records.

If you are authorised to access the system, the Student Main Menu page will be displayed.

2.3 Student Main Menu

This page allows the student to select the functions he would want to access.

STUDENT MAIN MENU

[Submit eForms](#)

[View Application Status](#)

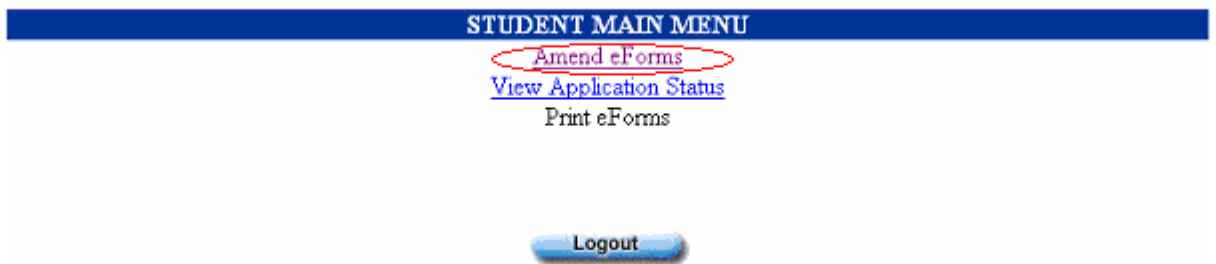
[Print eForms](#)

Logout

To access to a particular function, the Student has to click on the function hyperlink.

If the student has entered and saved information for the eForms but have not submit it, the page below will be displayed.

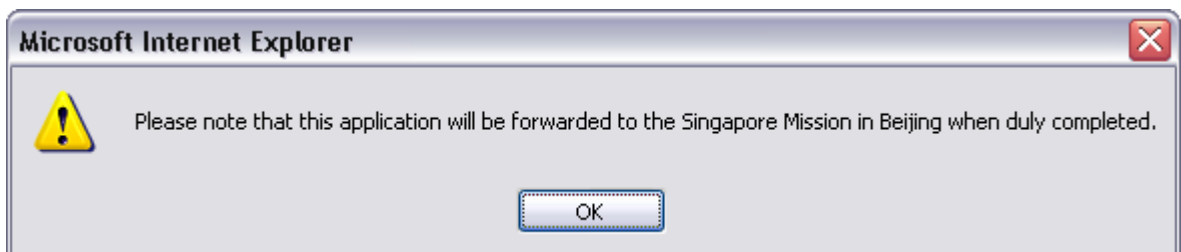
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Main Menu



If the application has been processed by ICA Officer and requires a change of Local Sponsor, the page below will be displayed:



A message box will be displayed if the application requires to be forwarded to Singapore Mission in Beijing when duly completed.



2.4 Submit eForms

This function allows the student submit the eForms. To use this function, the student has to click on the hyperlink of the function 'Submit eForms'.

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[Main Menu](#) > [Submit eForms - Part 1](#)

Note:

- All fields with * are mandatory. Any empty fields will be deemed as NIL.
- Strictly use only **English characters**, else you may encounter errors when submitting eForms.

eForm 16

PART A - PARTICULARS OF APPLICANT		
Foreign Identification No. (FIN) <i>if applicable</i> <input type="text"/>		
Name: ZHEN SHAN MEI		
Please enter surname: <input type="text"/>		
Alias: <input type="text"/>		
Sex: FEMALE	* Marital Status: Select Here <input type="text"/>	Nationality: CHINESE
Date of Birth: 10/03/1975	* Birth Certificate No.: <input type="text"/>	Expiry Date of Employment/Dependent's Pass, if any: <input type="text"/> (ddmmyyyy)
* Race: <input type="text"/> Select Here <input type="text"/>	* Religion: <input type="text"/> Select Here <input type="text"/>	
* Occupation: <input type="text"/> Select Here <input type="text"/>		

To save the information entered into the system, click on the **[SAVE]** button.

To return to main menu, click on the **MAIN MENU** hyperlink.

For eForm 16 Section C, 'Self-Sponsor' selection is only available if the application is required to be supported by Overseas Mission.

For new applications which are 'Self-Sponsor', click on the **[PROCEED TO V39S]** button.

For new applications which are 'School Sponsor' or 'Individual Sponsor', click on the **[PROCEED TO V36]** button.

For renew/transfer applications, click on **[PROCEED TO UPLOAD PHOTO]** button.

SECTION II - For application sponsored by an individual only.			
* Singapore NRIC No. : <input type="text"/>	* Full Name in BLOCK LETTERS : <input type="text"/>		
<input type="radio"/> Pink <input type="radio"/> Blue			
* Relationship to Applicant : <input type="text"/>	Contact No : <input type="text"/>	* Sex : <input type="radio"/> Male <input type="radio"/> Female	* Date of Birth : <input type="text"/> (ddmmyyyy)
I hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. The statements made in this application are true and correct. I shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.			
<input type="checkbox"/> I have read and agreed to the declaration.			

Please do not click on the "Back" and "Forward" browser buttons.

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2.4.1 eForm V39S

This page allows the student to enter the eForm V39S information for 'Self-Sponsor' new applications. To use this function, click on the **[PROCEED TO V39S]** button.

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[Main Menu](#) > [Submit eForms - Part 1](#) > [Part 2](#)

Note:

- All Fields are mandatory.

eFORM V39S

Controller of Immigration Singapore	Name of Sponsor:	<u>JACKSON TAN</u>
	Address (China):	<input type="text"/>
	Contact No (China):	<input type="text"/>
	Date:	<u>30/06/2005</u>

Dear Sir,
Re: JACKSON TAN (Name of Applicant), MALE, Passport No.: GN1234567G

I/We, (name of sponsor), JACKSON TAN, holder of Singapore (PINK / BLUE) NRIC No: agree to abide by the following conditions for the issue of a STUDENT'S PASS to the abovementioned person:

(a) that he/she will shall comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore;

(b) that the purpose of stay in Singapore is solely for social visit/study only, and no other pass, extension of stay or permanent stay will be sought for in Singapore;

To proceed to the next page, click on the check box for the declaration under eForm V39S. To proceed to fill up the V36 form, click on the [\[PROCEED TO V36\]](#) button.

2.4.2 eForm V36

This page allows the student to enter the eForm V36 information (Additional Information on Applicant for Application of Student's Pass). This page will only be displayed if it is a new Student's Pass application. For renewal of Student's Pass applications, transfer of course applications and transfer of school applications, the student is not required to submit the eForm V36.

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Main Menu > Submit eForms - Part 1 > Part 2 > Part 3

eForm V36 - Additional Information on Applicant for Application of Student's Pass

PART A - APPLICANT'S NATURAL PARENTS AND/OR STEP PARENTS

Full Name (As appears in travel document)	Relationship (e.g. natural father, stepfather, mother)	Date of Birth (ddmmyyyy)	Nationality	Residential Status in Singapore	Occupation
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here

PART B - APPLICANT'S SPOUSE (IF APPLICABLE)

Full Name (As appears in travel document)	Relationship (e.g. husband/wife)	Date of Birth (ddmmyyyy)	Nationality	Residential Status in Singapore	Occupation
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here

PART C - APPLICANT'S SIBLINGS

Full Name (As appears in travel document)	Relationship (e.g. brother, sister)	Date of Birth (ddmmyyyy)	Nationality	Residential Status in Singapore	Occupation
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here
				<input type="radio"/> S'pore Citizen/S'pore Permanent Resident <input type="radio"/> Resident (Long-term social visit pass/work pass/dependant's pass, etc) <input type="radio"/> None of the above	NRIC No: <input type="text"/> FIN: <input type="text"/>
	- Select Here -		- Select Here -		Select Here

Note that for each row of PART A, PART B and PART C, if the information is entered for any one of the fields, then all the fields in that row must be entered as well.

To save the information entered in the system, click on the **[SAVE]** button.

To proceed to the next portion of eForm V36, click on the **[PROCEED]** button.

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[Main Menu](#) > [Submit eForms - Part 1](#) > [Part 2](#) > [Part 3](#) > [Part 4](#)

eForm V36 - Additional Information on Applicant for Application of Student's Pass

PART D - APPLICANT'S EDUCATIONAL BACKGROUND

Name of Schools/Colleges/Universities (In Chronological Order)	Country e.g. (a)USA (b)PRC	State or Province e.g. (a)California (b)Hubei	Language of Instruction	Period of Study		Highest Educational Qualification (Academic/Professional) (If Honours Degree, please state Class/Division)
				From (ddmmyyyy)	To (ddmmyyyy)	
	- Select Here -					
	- Select Here -					
	- Select Here -					
	- Select Here -					
	- Select Here -					

Have you obtained a pass in English? Yes No

PART E - APPLICANT'S EMPLOYMENT HISTORY (IN CHRONOLOGICAL ORDER)

Name of Companies	Country	Period of Working		Position Held	Nature of Duties
		From (ddmmyyyy)	To (ddmmyyyy)		
	- Select Here -				
	- Select Here -				
	- Select Here -				

PART F - APPLICANT'S FINANCIAL SUPPORT (TO BE COMPLETED FROM VISA-REQUIRED COUNTRIES)

Applicant	Average Monthly income for past 6 months:	SGD	Applicant's Spouse	Average Monthly income for past 6 months:
	Current Saving (e.g. Fixed Deposit):	SGD		Current Saving (e.g. Fixed Deposit):
Applicant's Father	Average Monthly income for past 6 months:	SGD	Applicant's Mother	Average Monthly income for past 6 months:
	Current Saving (e.g. Fixed Deposit): in local currency	SGD		Current Saving (e.g. Fixed Deposit): in local currency

Other financial supports from immediate family members: Yes No
(If yes, please furnish details in below)

PART G - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS'/ STEP PARENTS' ADDITIONAL INFORMATION

If one/both of the applicant's parents/ step parents is a Singapore Citizen/ Permanent Resident, please complete the following:

Full Name (As appears in travel document)	Relationship	Marital Status				Marriage Certificate No.	Marriage Date	Divorce Certificate No.	Divorce Date
		Single	Married	Divorced	Widowed				
TAN LILY	MOTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Please provide your Singapore Citizen/Permanent Resident parents'/ step parents' Highest Educational Details: N.A.

Full Name (As appears in travel document)	Relationship	Name of School/College/University	Country e.g. (a)USA (b)PRC	Highest Educational Qualification (Academic/Professional) (If Honors Degree, please state Class/Division)
TAN LILY	MOTHER		- Select Here -	

Please provide your Singapore Citizen/Permanent Resident parents'/ step parents' current employment details: N.A.

Full Name (As appears in travel document)	Relationship	Name of Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)
TAN LILY	MOTHER			

PART H - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT SPOUSE'S ADDITIONAL INFORMATION

If your spouse is a Singapore Citizen/ Permanent Resident, please complete the following:

1. Marriage Certificate No. [] & Date of Marriage []

2. Please provide your spouse's Highest Educational Details: N.A.

Name of School/College/University	Country e.g. (a)USA (b)PRC	Highest Educational Qualification (Academic/Professional) (If Honors Degree, please state Class/Division)	Educational C
	- Select Here -		

3. Please provide your spouse's current employment details: N.A.

Name of Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Average monthly CPF c year (SGD)

PART I - DECLARATION

I hereby declare that all particulars and information given in this application for a Student's Pass are true and correct.

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Note that for each row of PART D and PART E, if the information is entered for any one of the fields, then all the fields in that row must be entered.

For Visa-required countries, the information required in PART F must be entered.

For Applicants with Singapore Citizen/Permanent Resident Parents/Step Parents, the information required in Part G must be entered.

For Applicants with Singapore Citizen/Permanent Resident Spouse, the information required in Part H must be entered.

To save the information entered, click on the **[SAVE]** button.

To proceed with the submission, click on the checkbox for declaration in PART I and click on the **[PROCEED]** button.

The attaching of mandatory documents page will be displayed.

2.4.3 Attaching Mandatory Document(s)

This page allows the student to attach the passport-sized photograph document image. To use this function, click on the **[PROCEED TO UPLOAD PHOTO]** button for renew / transfer applications and click on the **[PROCEED]** button for new applications.

[Main Menu](#) > [Submit eForms - Part 1](#) > [Part 2](#) > [Part 3](#) > [Part 4](#) > [Part 5](#)

Note:

- The attached document(s) must be in JPEG format ('.jpg' extension).
- File size of photo is no more than 60 Kbytes.

Attaching of Mandatory Document(s)

Please attach mandatory document(s) below	
Passport-sized Photograph (400x514 pixels):	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Proceed"/>	

To upload the photo, the student has to click on the **[BROWSE]** button to select the photo to upload.

The format of the photo must be in JPEG format. The dimension of the photo must be 400 by 514 pixels. The size of the photo must not be more than 60 kbytes.

To proceed with the uploading of the photo, click on the **[PROCEED]** button.

The confirmation page will be displayed upon successful uploading.

2.4.4 Confirmation Page

This page displays the information entered by the student.

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[Main Menu](#) > [Submit eForms - Part 1](#) > [Part 2](#) > [Part 3](#) > [Part 4](#) > [Part 5](#) > [Part 6](#)

Kindly check the details entered.

Click on Confirm button to proceed with the submission. Otherwise click on the link above to make the necessary amendments.

eFORM 16

PART A - PARTICULARS OF APPLICANT	
Full Name	ZHEN SHAN MEI
SOLAR+ Application No.	654244-200605-000019
Alias	NIL
Sex	FEMALE
Date of Birth	10/03/1975
Birth Certificate No.	BCN101975

To make changes on the previous page, click on the breadcrumbs to return to the previous pages.

To proceed with the submission of the eForms, click on the **[CONFIRM]** button.

The acknowledgement page is displayed upon successful submission of the application.

2.4.5 Acknowledgement Page

This page is displayed when the student click on the **[CONFIRM]** button to submit the application.

[Main Menu](#) > [Submit eForms - Part 1](#) > [Part 2](#) > [Part 3](#) > [Part 4](#) > [Part 5](#) > [Part 6](#) > [Part 7](#)

You have successfully submitted the eForms.

Please inform your local sponsor to login to SOLAR+ to sponsor your Student's Pass application.

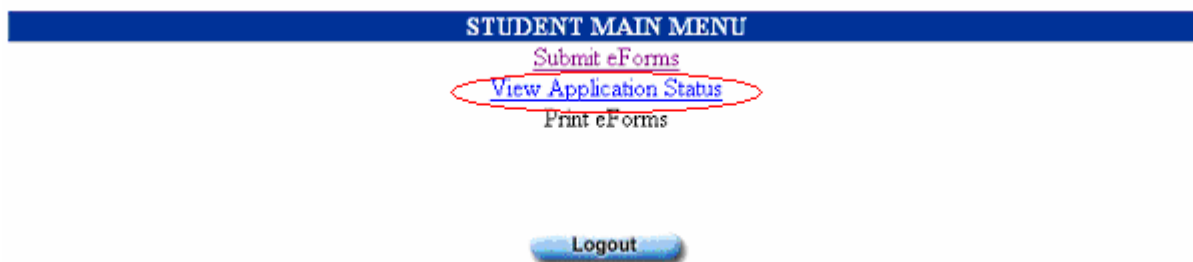
Please do not click on the "Back" and "Forward" browser buttons.

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2.5 View Application Status

This function allows the student to enquire on the status of the application submitted.



To use this function, the student has to click on the hyperlink of the function 'View Application Status'.

[Main Menu > View Application Status - Part 1](#)

Application Status Information

Student's Application Status

SOLAR+ Application No.	:	TB3456-200503-085021
Student's Name	:	ZHEN SHAN MEI
FIN	:	G3550144X
Application Status	:	Receiving Attention (13/03/2007)

2.6 Print eForms

This function allows the student to print the eForms for the SOLAR+ application submitted.

To use this function, the student has to click on the hyperlink of the function 'Print eForms'.

The system will display the eForms submitted.

- eForm 16
- eForm V36 (if any)
- eForm V39S
- eForm V36A

To print the eForms on display, click on the 'Print' button.

2.7 Amend eForms

This function allows the student to retrieve what he has saved/submitted earlier. For applications that were submitted, the student can still use this function to amend the information submitted only if the local sponsor has not login to endorse the sponsorship.

To use this function, the student has to click on the hyperlink of the function 'Amend eForms'.

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2.8 Re-nominate Local Sponsor

This function allows the student to re-nominate a new local sponsor upon request by the ICA officer.

To use this function, the student has to click on the hyperlink of the function 'Re-nominate Local Sponsor'.

[Main Menu](#) > Re-nominate Local Sponsor - Part 1

Note:

- All fields with * are mandatory field(s).
- Strictly use only **English characters**, else you may encounter errors when submitting eForms.

Current Local Sponsor			
Singapore NRIC No.: S7332229D (PINK)		Full Name : JAMES LI	
Relationship to Applicant: UNCLE	Tel No : 61234567	Sex : MALE	Date of Birth (dd/mm/yyyy): 01/01/1950

eFORM 16

PART C - DECLARATION BY LOCAL SPONSOR (A local sponsor is required to complete either section I or section II below)

Local Sponsor (School)
 Local Sponsor (Individual)
 Self-Sponsor

SECTION I - For application sponsored by a school/institute only.

* Name of School:	<input type="text"/>
* Address of School:	<input type="text"/>
* NRIC No. of School Officer:	<input type="text"/>

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.
The statements made in this application are true and correct.
We shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

We have read and agreed to the declaration.

SECTION II - For application sponsored by an individual only.

* Singapore NRIC No.:	<input type="text"/>	* Full Name in BLOCK LETTERS:	<input type="text"/>
	<input type="radio"/> Onk <input type="radio"/> Blue		
* Relationship to Applicant:	* Contact No.:	* Sex:	* Date of Birth:
<input type="text"/>	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	<input type="text"/>

I hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.
The statements made in this application are true and correct.
I shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

I have read and agreed to the declaration.

SECTION III - For self-sponsored application only.

* Email Address:	<input type="text" value="email@yahoo.com.sg"/>
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I hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.
The statements made in this application are true and correct.
I shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

I have read and agreed to the declaration.

[Proceed](#)

For eForm 16 Section C, the 'Self-Sponsor' selection is only available if the application is required to be supported by Beijing Mission.

To proceed with the re-nominate sponsor, click on the **[PROCEED]** button.

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For 'Self-Sponsor' applications, eForm V39S will be displayed.

For 'School' and 'Individual' Sponsor applications, the confirmation page is displayed.

Kindly check the details entered.
Click on Confirm button to proceed with the submission. Otherwise click on the link above to make the necessary amendments.

eFORM 16

PART C - DECLARATION BY LOCAL SPONSOR

Name of School: Test inst

Address of School: SCHOOL ADDR1

NRIC No. of School Officer: S7332229D

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.

The statements made in this application are true and correct.

We shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

Confirm

To proceed with the re-nominate sponsor, click on **[CONFIRM]** button. The acknowledgement page will be displayed.

[Main Menu](#) > Re-nominate Local Sponsor - Part 1 > Part 2 > Part 3 > Part 4

You have successfully changed your local sponsor.
Please inform your new local sponsor to login to SOLAR+ to sponsor your Student's Pass application.
Please print the required eForms again.

For 'Self-sponsor' applications, the acknowledgement page below will be displayed.

[Main Menu](#) > Re-nominate Local Sponsor - Part 1 > Part 2 > Part 3 > Part 4

You have successfully changed your local sponsor.
Please print the required eForms again.

The student can print the eForms using the 'Print eForms' function on the main menu.

STUDENT MAIN MENU

[Submit eForms](#)

[View Application Status](#)

[Print eForms](#)

Logout