

Application Process

Submission of Application

01

- Application to be submitted **at least 2 months before** the course commencement date

Documents to submitted:

- NIM Application Form
- Softcopy Passport Size Photo
- Educational Certificate and Transcript
- Photocopy of Applicant's Passport/NRIC for Singaporean/PR
- Statement of Purpose (University Programme)

02

Processing of Application

- Receive an official '**Letter of Offer**' issued by NIM via email
- Submit Application Fees (**non-refundable and non-transferable**) of S\$400 for international students or S\$100 for local students to NIM

Note: Fees stated are not inclusive of prevailing GST

Preparation of Necessary Documents

03

- Apply for Student Pass with Immigration and Checkpoints Authority (ICA). Application process takes about **4 weeks upon receipt of application by ICA**

Documents to submitted:

- ICA Form IMM16
- Birth Certificate
- ICA Form V36
- Financial Statement (if applicable)
- Letter of employment (if any)
- Other supporting documents required by ICA (if necessary)

All non-english documents are required to be translated and notarised

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04

Student Pass and Fee Collection

- Applicant to sign the **Standard PEI-Student Contract and Advisory Note (Form 12)** once In-Principle Approval Letter is issued from ICA
- Make payment for the 1st installment of the course fees upon successful application of student pass

05

Departure and Enrolment

- Upon receiving In-Principle Approval Letter, travel arrangement can be made, students should arrive **1 week before** class commencement date
- To complete the enrolment formalities, all original documentary copies including Standard PEI-Student Contract and Advisory Note must be submitted to NIM
- NIM will arrange collection of student pass from ICA once all is completed

Other Important General Information for Students:

- Students may be required to go for a **medical check-up** upon arriving in Singapore (cost is between S\$45-S\$120)
- Student Pass holders are strictly **forbidden to engage in any form of employment**, whether paid or unpaid, unless they are on their internship, in which they will be issued a Training Work Permit
- For student pass cancellation, students will be issued a **social visa for 2 weeks to 1 month** to settle outstanding issues before returning home
- Students are required by ICA to **maintain a class attendance of at least 90%** throughout their period of study here
- Prior to departure from Singapore, students are required to **surrender their student pass for cancellation within 7 days** of the date of cessation or termination of studies

Scan here to get the Pre-Departure and Student Pass Formalities Procedure



For More Information

For inquiries about the Institute, EduTrust certification scheme, or Fee Protection Scheme, students, agents, and parents should visit the **SkillsFuture Singapore (SSG) for Private Education Institutions (PEIs)**'s website.



Scan here for more information