

Checklist for ICA Student's Pass Application East Asia School of Theology

Important Notes:

- 1. Ensure that the application forms/all the necessary documents have been completed/furnished.**
- 2. Official translation of the documents is required if they are not in the English language.**
- 3. Successful applicants must produce all the original copies of their supporting documents for verification when collecting the Student's Pass.**

Please go through the list below to **ensure that you have fully read, completed and furnished the necessary documents required by ICA.** Contact [EAST Admissions](#) if you need further assistance.

(A) Basic Documents are required for all applicants:

- Read *Application for a Student's Pass to Study in an Approved Private Education Organization* document from ICA ([STP_Notesif.pdf](#))
- Completed [eForm 16](#) and [eForm V36](#)
- Digital copy of passport-sized photograph of applicant (must meet ICA [photo size requirement](#))
- Photocopy of applicant's travel document pages showing his/her full particulars and travel document's date of expiry
- Applicant's Birth Certificate (photocopy)
- Applicant's highest Educational Certificates and transcripts (certified or notarised copy)
- [Medical Examination Report](#) completed by a registered medical doctor

(B) The following Additional Documents are required to be submitted If:

(I) Applicant is a national from the visa-required countries:

- Documentary proof of financial ability in the form of bank statements/fixed deposit accounts/saving accounts (photocopy)

(II) One of the applicant's parents is a Singapore Citizen/Permanent Resident

- Parents'/Step-parent's Marriage Certificate/Divorce Certificate and applicant's Custody Paper (photocopy)
- Parents'/Step-parent's highest educational certificate (certified or notarised copy)
- Parents'/Step-parent's letter of employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if parents/step parent's are self-employed. These documents should not be issued more than 1 month ago
- Parents'/Step-parent's monthly CPF contribution statement for the past 12 months.
- Parents'/Step-parent's Income Tax Assessment Notices for the past 3 years (photocopy).

(III) Applicant's Spouse is a Singapore Citizen/Permanent Resident

- Spouse's Official Marriage Certificate/Divorce Certificate (photocopy)
- Spouse's highest educational certificate and transcripts (certified or notarised copy)
- Spouse's letter of employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (Instant Computer Printout) if spouse is self-employed. These documents should not be issued more than 1 month ago
- Spouse's monthly CPF statement for the last 12 months.
- Spouse's Income Tax Assessment Notices for the last 3 years (photocopy).