

IPA 换取 STP 流程说明

1. 换取 STP 前提条件

1.1 学生已经拿到 IPA

- 学生已经拿到 IPA: 学生可前往自己的 MY MAIL 搜索 ICA, 通过邮件里面的 ICA 链接登录进去查看自己的签证申请状态 (View Application Status, 见下图 1), 如果显示 “IPA (PENDING DOCUMENT SUBMISSION)”则表示“学生的 IPA 已经出具, 等待上传其他材料”(见下图 2)。学生需点击“Print Outcome Letter”来保存和下载自己的 IPA (IPA 样例见图 3)。

图 1:



图 2:

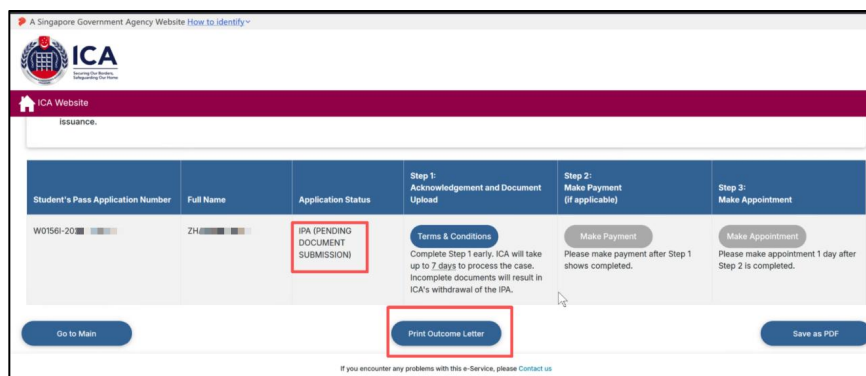


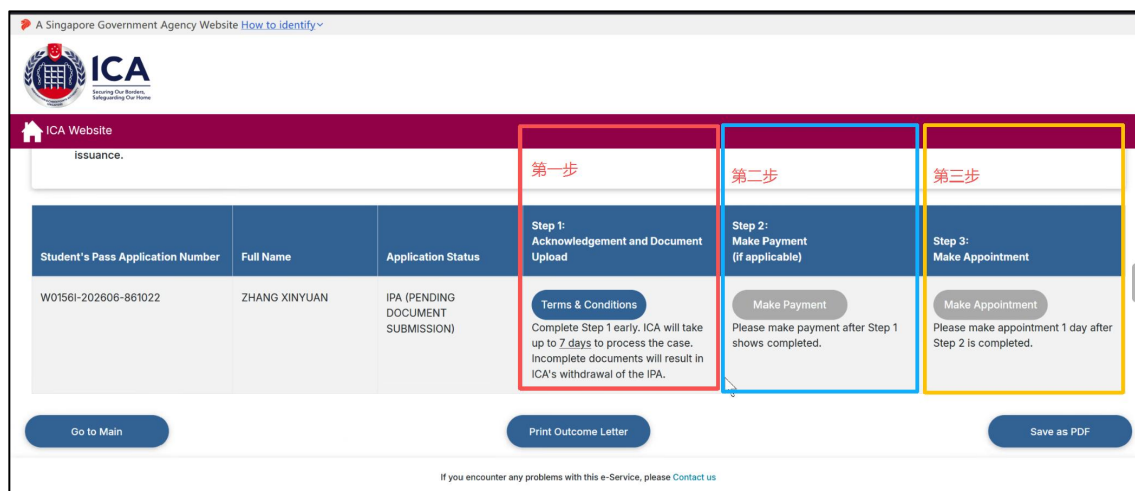
图 3:



2. 换取 STP（学生签证）的流程及注意事项

- 学生拿到 IPA 之后，需要根据新加坡移民局 ICA 官网指示步骤完成换取 STP（学生签证）的事项（见图 4），以下就这 3 个步骤进行详细说明：

图 4：

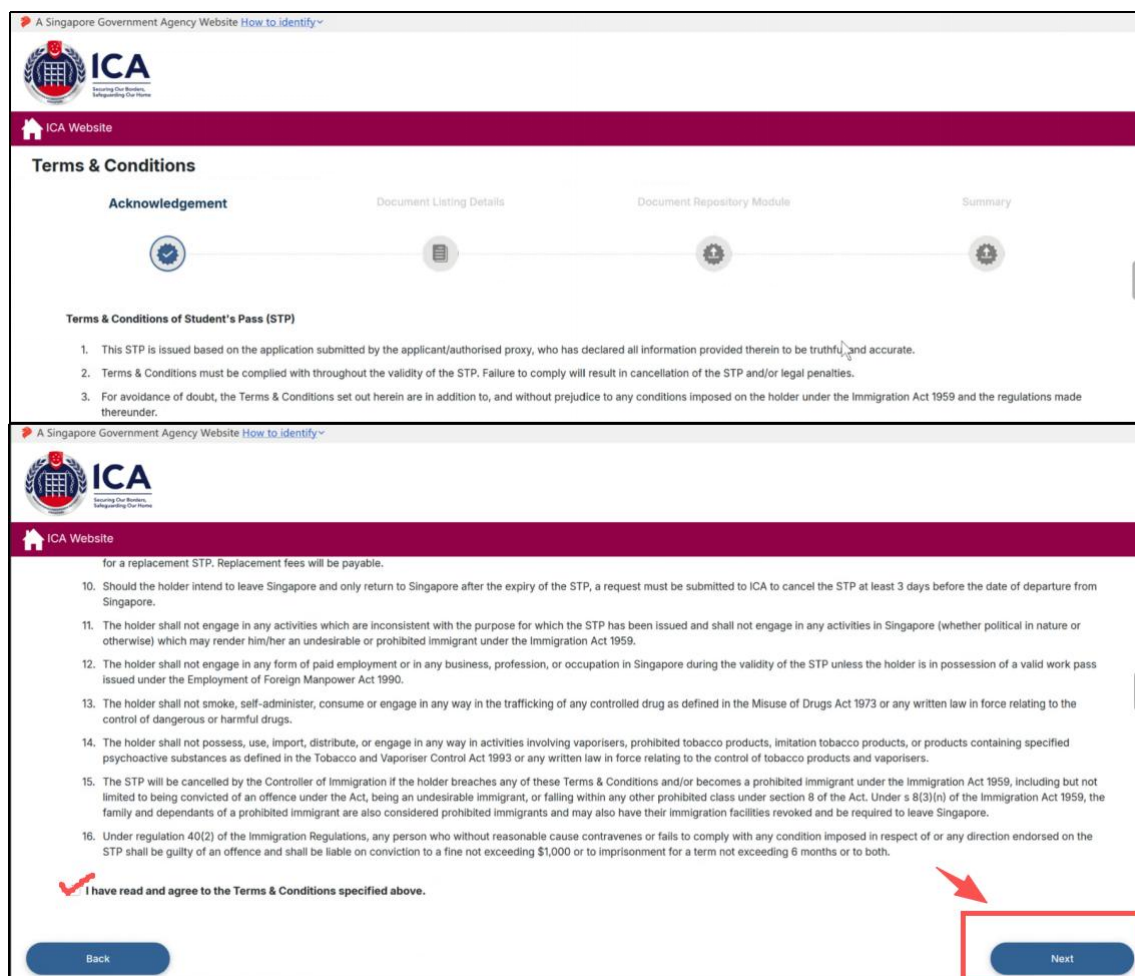


The screenshot shows the ICA Website interface for the STP application process. It features a table with three columns: Student's Pass Application Number, Full Name, and Application Status. The table contains one row with the application number W0156I-202606-861022 and the full name ZHANG XINYUAN. The application status is IPA (PENDING DOCUMENT SUBMISSION). To the right of the table, there are three steps outlined in colored boxes: Step 1 (Acknowledgement and Document Upload), Step 2 (Make Payment (if applicable)), and Step 3 (Make Appointment). Each step has a corresponding button: Terms & Conditions, Make Payment, and Make Appointment. Below the table, there are buttons for Go to Main, Print Outcome Letter, and Save as PDF.

Student's Pass Application Number	Full Name	Application Status	Step 1: Acknowledgement and Document Upload	Step 2: Make Payment (if applicable)	Step 3: Make Appointment
W0156I-202606-861022	ZHANG XINYUAN	IPA (PENDING DOCUMENT SUBMISSION)	Terms & Conditions Complete Step 1 early. ICA will take up to 7 days to process the case. Incomplete documents will result in ICA's withdrawal of the IPA.	Make Payment Please make payment after Step 1 shows completed.	Make Appointment Please make appointment 1 day after Step 2 is completed.

- 第一步 1: 根据 ICA 官网要求提交“Terms & Conditions”，请学生在**拿到 IPA 当天完成 Step 1** (图 4 中显示的第一步)，点击蓝色按钮“Terms & Conditions”进入以下页面（见图 5），学生需仔细阅读“Terms & Conditions of Student's Pass (STP)”里面的所有条款并勾选“I have read and agree to the Terms and Conditions specified above.”，确认勾选后请点击“Next”。

图 5：



The screenshot shows the ICA Website interface for the Terms & Conditions page. It features a progress bar with four steps: Acknowledgement, Document Listing Details, Document Repository Module, and Summary. The Acknowledgement step is currently active. Below the progress bar, there is a section titled "Terms & Conditions of Student's Pass (STP)" with a list of 16 terms and conditions. At the bottom of the page, there is a checkbox labeled "I have read and agree to the Terms & Conditions specified above." and a "Next" button.

Terms & Conditions of Student's Pass (STP)

1. This STP is issued based on the application submitted by the applicant/authorised proxy, who has declared all information provided therein to be truthful and accurate.
2. Terms & Conditions must be complied with throughout the validity of the STP. Failure to comply will result in cancellation of the STP and/or legal penalties.
3. For avoidance of doubt, the Terms & Conditions set out herein are in addition to, and without prejudice to any conditions imposed on the holder under the Immigration Act 1959 and the regulations made thereunder.
4. The holder shall not engage in any activities which are inconsistent with the purpose for which the STP has been issued and shall not engage in any activities in Singapore (whether political in nature or otherwise) which may render him/her an undesirable or prohibited immigrant under the Immigration Act 1959.
5. The holder shall not engage in any form of paid employment or in any business, profession, or occupation in Singapore during the validity of the STP unless the holder is in possession of a valid work pass issued under the Employment of Foreign Manpower Act 1990.
6. The holder shall not smoke, self-administer, consume or engage in any way in the trafficking of any controlled drug as defined in the Misuse of Drugs Act 1973 or any written law in force relating to the control of dangerous or harmful drugs.
7. The holder shall not possess, use, import, distribute, or engage in any way in activities involving vaporisers, prohibited tobacco products, imitation tobacco products, or products containing specified psychoactive substances as defined in the Tobacco and Vaporiser Control Act 1993 or any written law in force relating to the control of tobacco products and vaporisers.
8. The STP will be cancelled by the Controller of Immigration if the holder breaches any of these Terms & Conditions and/or becomes a prohibited immigrant under the Immigration Act 1959, including but not limited to being convicted of an offence under the Act, being an undesirable immigrant, or falling within any other prohibited class under section 8 of the Act. Under s 8(3)(n) of the Immigration Act 1959, the family and dependants of a prohibited immigrant are also considered prohibited immigrants and may also have their immigration facilities revoked and be required to leave Singapore.
9. Under regulation 40(2) of the Immigration Regulations, any person who without reasonable cause contravenes or fails to comply with any condition imposed in respect of or any direction endorsed on the STP shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 6 months or to both.

☒ I have read and agree to the Terms & Conditions specified above.

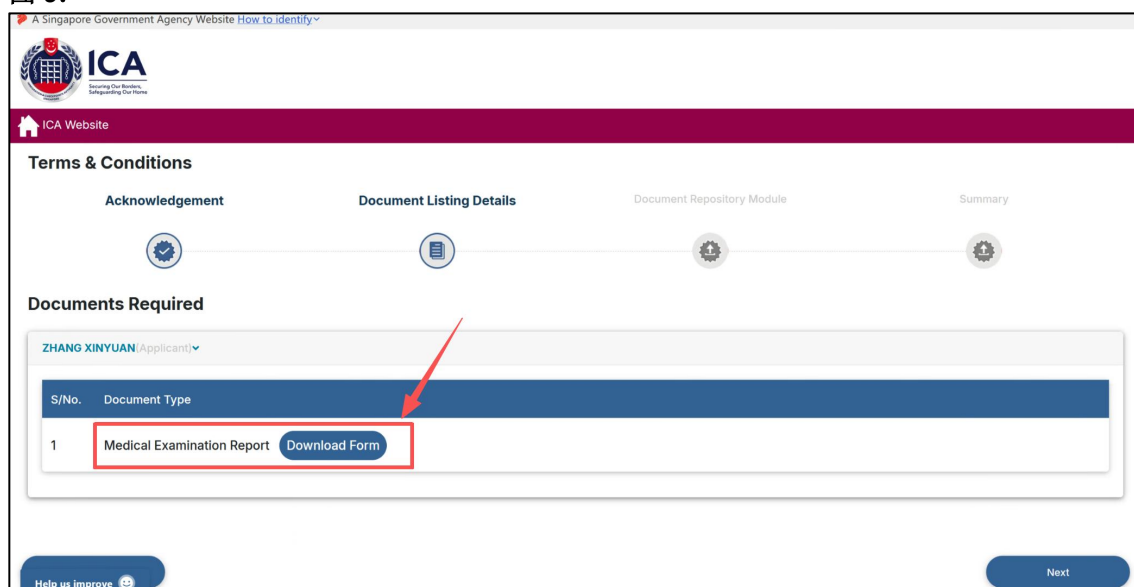
[Back](#) [Next](#)

- 第一步 2: 学生完成上述步骤后, 请下载 “Medical Examination Report <体检报告>” 表格 (见图 6), 如果学生的 ICA 官网显示需下载 “Medical Examination Report”, 则表示该学生必须前往新加坡完成体检工作 (具体如何预约体检请参考文件《新加坡管理学院 ICA 体检预约说明》及相关材料, 按照学校的指导进行)。此处需要注意的是:

- 并不是每个学生都需要做体检并上传体检报告, 如果学生的 ICA 官网没有显示需下载 “Medical Examination Report <体检报告>”, 则表示该学生不需要前往新加坡做体检并上传体检报告。
- 如果学生被要求需要前往新加坡完成体检工作, 请务必尽快预约并完成体检工作 (越快完成体检工作越好, 建议 9 月 7 日前在新加坡完成体检, 可以查看之前出现过的 **问题案例**), 否则可能会耽误学生的 STP 换签工作, 请同学们务必提前规划好自己的时间。

(**问题案例:** 学生 A 曾于 9 月 11 日在新加坡完成了体检工作, 并在 9 月 14 日领取到医院出具的体检报告, 学生 A 在 9 月 14 日当天将体检报告上传至 ICA 官网, ICA 官网需要 7 天才能显示是否同意学生进行第二步缴费工作。到 9 月 21 日, ICA 官网显示学生 A 递交的体检报告出现了错误, 需要学生重新补充或者递交体检相关材料。学生 A 发现由于其本人将体检报告上的个人信息填写错误, 导致需要重新去医院办理新的体检报告, 学生在 9 月 24 日拿到新的体检报告并在当天重新向 ICA 提交了该报告。ICA 需要另一个 7 天才能在官网上显示是否同意学生 A 进行第二步缴费工作, 所以在 10 月 1 日 ICA 官网显示该学生可以进行第二步缴费工作, 学生于 10 月 1 日当天在 ICA 官网缴费后, 需要再等一天才能在 ICA 官网进行第三步预约录制指纹工作。学生 A 在 10 月 2 日才能去 ICA 官网预约录制指纹, 结果发现 10 月 2 日-10 月 14 日期间所有的时间都被其他人约完了, 10 月 15 日 ICA 才有时间空档可以提供给学生 A 进行选择。根据 ICA 的规定, 学生如果未能在入境 30 天内完成 STP 换签, 则属于非法滞留。学生 A 从 9 月 11 日入境并且在 10 月 10 日前都未能完成 STP 换签工作, 导致非法在新加坡滞留。并且因为学生 A 无法在 SIM 开课 (10 月 1 日) 前完成 STP 提交以及 Enrolment 工作, 同步导致无法顺利上课。)

图 6:



The screenshot shows the ICA Singapore Government Agency Website. The page has a purple header with the ICA logo and 'ICA Website'. Below the header is a 'Terms & Conditions' section with a progress bar showing four steps: Acknowledgement, Document Listing Details, Document Repository Module, and Summary. Under the 'Documents Required' section, there is a table with the following content:

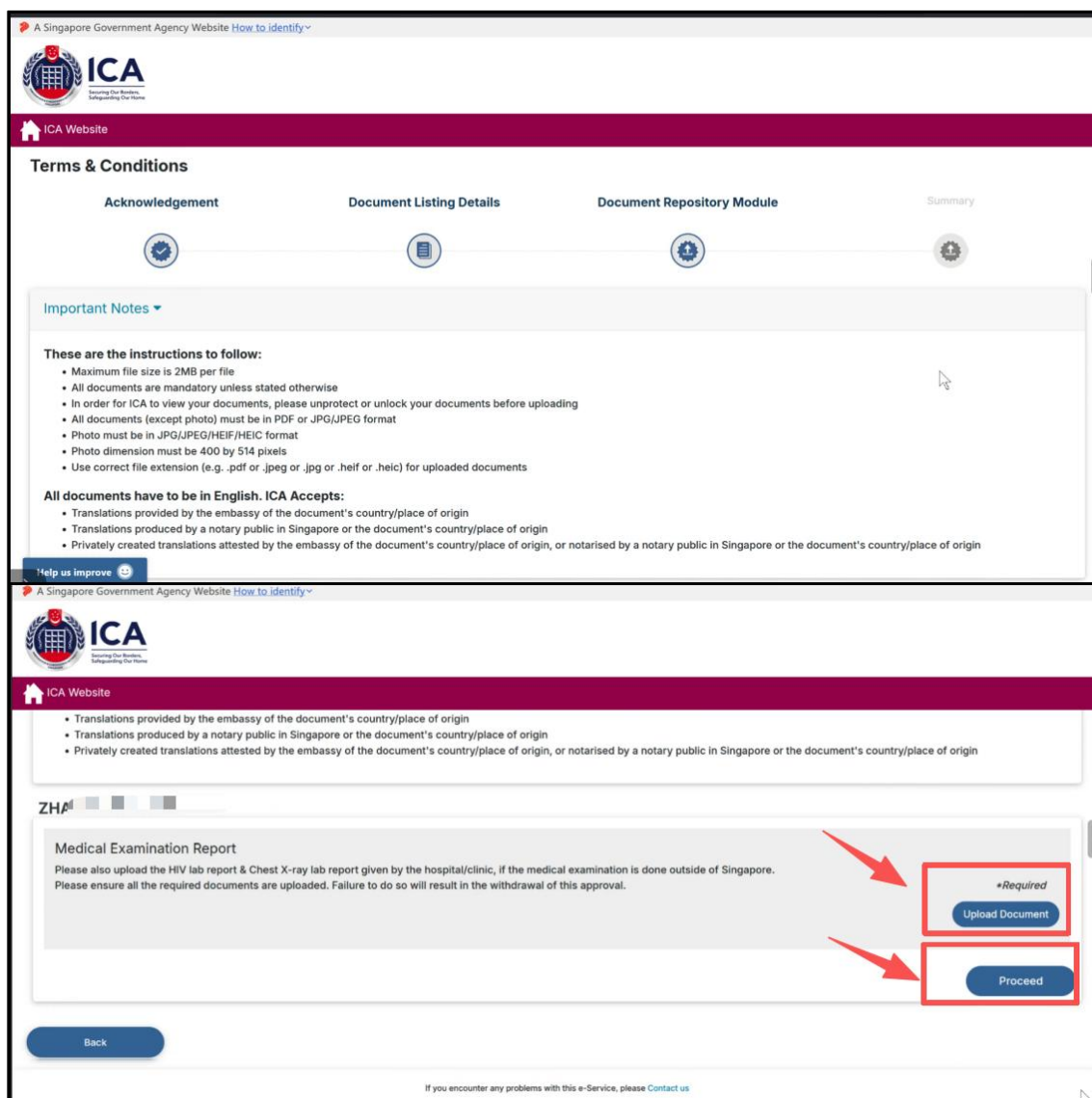
S/No.	Document Type	Action
1	Medical Examination Report	Download Form

A red box highlights the 'Download Form' button, and a red arrow points to it from the left.

- 第一步 3: 学生在新加坡完成体检后, 需要将医院签字盖章的 “Medical Examination Report <体检报告>” 以及医院出具的胸腔 X 光检查 (Chest X-RAY) 和艾滋检查 (HIV Ag/Ab) 三个文件 **合并成一个 PDF 文件**, 并正确命名, 例: ZHANG SANSAN MEDICAL EXAMINATION REPORT, 在图 7 显示的 “Upload Document” 处上传该 PDF 文件 (文件大小不超过 2MB)。确认文件正确并成功上传后, 点击 “Proceed”。
- 请注意 ICA 的要求是 “Only upload duly completed documents. Incomplete documents will result in withdrawal of the IPA.”, 也就是 “**仅上传正确填写的文件, 文件不完整 (包含没签字就上传等情况) 或不正确 (包含上传错材料等情况) 将导致 IPA 被取消。**” 的意思, 所以同学们请务必在提

交前仔细检查自己的文件是否存在任何问题。

图 7:



A Singapore Government Agency Website [How to identify](#)

ICA
Serving Our Residents, Subsidising Our Home

ICA Website

Terms & Conditions

Acknowledgement Document Listing Details Document Repository Module Summary

Important Notes

These are the instructions to follow:

- Maximum file size is 2MB per file
- All documents are mandatory unless stated otherwise
- In order for ICA to view your documents, please unprotect or unlock your documents before uploading
- All documents (except photo) must be in PDF or JPG/JPEG format
- Photo must be in JPG/JPEG/HEIF/HEIC format
- Photo dimension must be 400 by 514 pixels
- Use correct file extension (e.g. .pdf or .jpeg or .jpg or .heif or .heic) for uploaded documents

All documents have to be in English. ICA Accepts:

- Translations provided by the embassy of the document's country/place of origin
- Translations produced by a notary public in Singapore or the document's country/place of origin
- Privately created translations attested by the embassy of the document's country/place of origin, or notarised by a notary public in Singapore or the document's country/place of origin

Help us improve

A Singapore Government Agency Website [How to identify](#)

ICA
Serving Our Residents, Subsidising Our Home

ICA Website

Translations provided by the embassy of the document's country/place of origin

Translations produced by a notary public in Singapore or the document's country/place of origin

Privately created translations attested by the embassy of the document's country/place of origin, or notarised by a notary public in Singapore or the document's country/place of origin

ZHA

Medical Examination Report

Please also upload the HIV lab report & Chest X-ray lab report given by the hospital/clinic, if the medical examination is done outside of Singapore. Please ensure all the required documents are uploaded. Failure to do so will result in the withdrawal of this approval.

Back

*Required

Upload Document

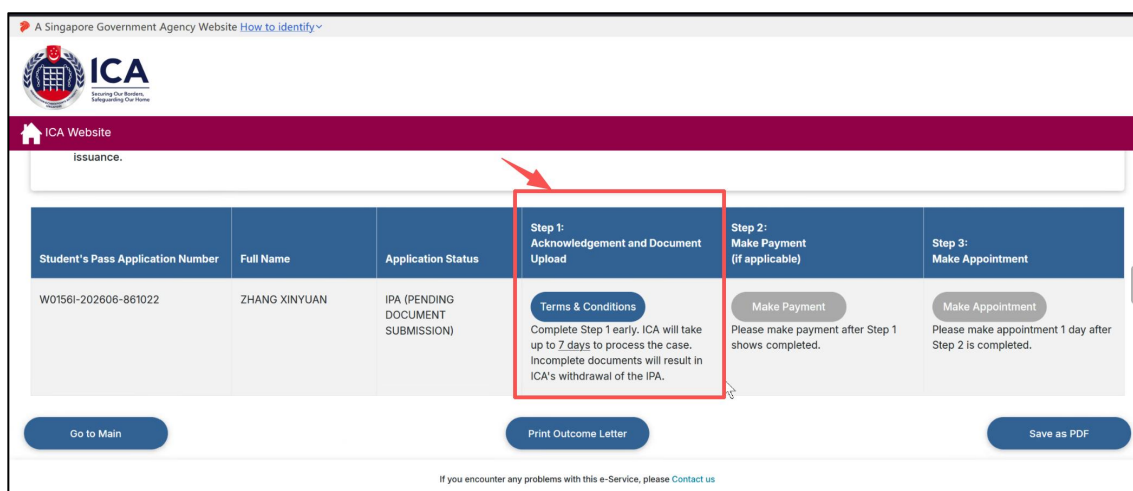
Proceed

If you encounter any problems with this e-Service, please [Contact us](#)

- 还有一点需要注意的是部分学生可能会被要求提供其他的资料，例如：父母的结婚证（原件，翻译件，中英文公证件）；父母的离婚证（原件，翻译件，中英文公证件）；监护人证明文件等等，具体需要上传的材料，请以 ICA 对每个学生的要求为准。本文件仅提供一般情况下换取学生签的流程以及注意事项，有特殊情况的学生，请务必及时联系学校。

第一步 4: 学生在上传完 ICA 要求的所有材料后，ICA 会需要一定时间（**一般情况为 7 天**，见下图 8）审核学生的材料，在此期间，建议学生每天登录进去 ICA 查看进度，有时候 ICA 会相对快一些完成材料审核，曾有个别学生在 3-5 天内材料就通过了审核。如果 ICA 在审核材料中，您的 ICA 上面的 “**Step 1 Acknowledgement and Document Upload**” 的地方将会显示 “**Processing**”，也就是在处理中的意思。如果学生的材料没有任何问题，审核通过后，学生的 ICA 官网的 “**Step 1 Acknowledgement and Document Upload**” 将会显示 “**Completed**”，也就是完成的意思。如果学生提交的材料缺失或者出现问题，ICA 将要求学生补交材料或者重新提交材料，ICA 将需要重新审核学生的材料（**重新审核一般情况为 7 天**）。如果学生提交的材料存在错误，学生将面临可能无法换取 STP 的风险。所以学生在上传材料前务必仔细检查，确保自己提交的材料准确无误。只有完成第一步的学生才能进入至第二步 “**Make Payment<缴费>**” 工作。

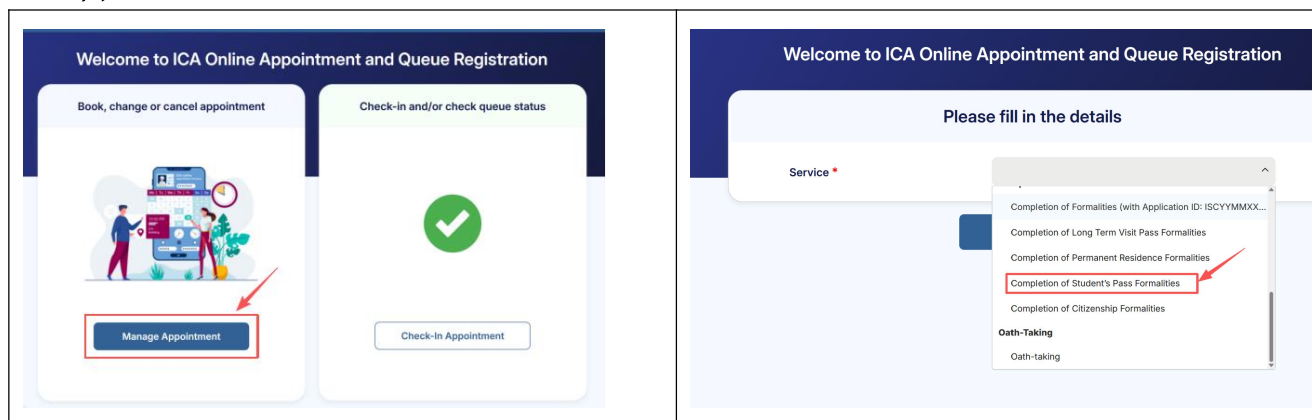
图 8:



第二步：请根据您的 ICA 官网里面显示的 “Step 2 Make Payment<缴费>” 的要求支付预约录指纹的费用，且支付时只能使用 VISA, Master 或 American Express 等卡进行支付。**注：学校在今年 5 月份的行前指导时已经要求学生提前去办理自己或者父母的 VISA 卡，如果还没办理的学生请尽快办理并开通国际支付服务，避免在新加坡出现无法顺利支付移民局 ICA 或者学校学费等情况。**2023 年预约录指纹费用为 90 新币左右，具体费用请以当年 ICA 实际要求支付的数额为准。支付的时候只需要点击图 8 中 “Step 2 Make Payment” 下面的 “Make Payment” 按钮，按照指示的流程填写银行卡信息进行支付即可。支付完毕后需要按照 ICA 上面的 Step 3 “Make Appointment” 下面的提示 “Please make appointment 1 day after Step 2 is completed <请在第二步完成后 1 天再进行预约>” 进行预约。

- 第三步 1：当 ICA 上面 “Step 3: Make Appointment” 下面的 “Make Appointment” 按钮呈现蓝色的时候，就表示可以进行录指纹预约了。点击这个按钮，学生将看到 “Welcome to ICA Online Appointment and Queue Registration” 页面（见下图 9），请点击蓝色按钮 “Manage Appointment” 并在 Please fill in the details 处选择 “Completion of Student's Pass Formalities”，然后选择 “Individual”，填写 “FIN of Student” 的时候，请查看你的 IPA，将 IPA 第一页上面显示的 FIN 填写到此处。填写 “e-Appointment ID” 的时候请查看你的 IPA 首页左上角处 “Application ID” 的最后三位数字，然后填写到此处。确认信息无误后，在点击 “Proceed” 提交。
- 第三步 2：请在 ICA 给出的可选时间里面预约最早的时间办理录指纹工作（具体流程请参考图 9），越早录制指纹越好，因为学生录制指纹并拿到 STP 后还需要去 SIM 办理 Enrollment，建议在 10 月 1 日前留出一周左右时间让学校处理相关流程，学生在指纹录制预约成功后，请点击 “Download as PDF” 下载预约指纹录制的 PDF 文件。

图 9:



Welcome to ICA Online Appointment and Queue Registration

Please fill in the details

Service * : Completion of Student's Pass Formalities

Appointment For * : Individual

FIN of Student * : M049

e-Appointment ID * : (Last 3 digits of the Application ID)

Proceed



ICA
Securing Our Borders,
Safeguarding Our Home

Your ref: W01561-202606-861022



(Application ID:)

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

Applicant Summary

Applicant Name :

FIN : M0636463W

Date of In-Principle Approval : 22/07/2026

Appointment Details

Search by location Search by date Advanced search

Location : ICA Services Centre

Please select a common date

Calendar view showing dates from June to July 2026.

Location : ICA Services Centre

Please select a common date

Calendar view showing dates from July to August 2026.

Please select a timeslot

Registration for each slot will close 30 minutes before the end of the slot

Timeslot selection grid showing available slots from 08:15 to 15:00.

Back Proceed

Welcome to ICA Online Appointment and Queue Registration

Please complete the appointment booking within 15:00 min. You have 12 min 04 sec remaining.

1 Select Appointment 2 Review Appointment 3 Appointment Booked

Appointment Details

Search by location Search by date Advanced search

Location : ICA Services Centre

Date : 03 Jul 2026

Completion of Student's Pass Formalities

FIN of Student : M049

Appointment Time: 01:00 PM

Email Address *

An acknowledgement with your appointment details will be sent to this email

Please Enter Your Email

Back Proceed

Welcome to ICA Online Appointment and Queue Registration

Please complete the appointment booking within 15:00 min. You have 12 min 27 sec remaining.

1 Select Appointment 2 Review Appointment 3 Appointment Booked

Please verify the details below before you proceed

Date : 03 Jul 2026

Location : ICA Services Centre

Email : iguo032@myemail.sim.edu.sg

Completion of Student's Pass Formalities

FIN of Student : M049

Appointment Time : 01:00 PM

Back Proceed

Welcome to ICA Online Appointment and Queue Registration

1 Select Appointment 2 Review Appointment 3 Appointment Booked

Appointment Booked

Date : 03 Jul 2026

Location : ICA Services Centre

Email : iguo032@myemail.sim.edu.sg

Completion of Student's Pass Formalities

FIN of Student : M0496440X

Appointment Time : 01:00 PM

Save as PDF



ICA
Securing Our Borders,
Safeguarding Our Home

Appointment Details

Date : 03 Jul 2026

Location : ICA Services Centre

Time : 01:00 PM

Email : iguo032@myemail.sim.edu.sg

Service : Completion of Student's Pass Formalities

FIN of Student : M049

预约成功后，学生将根据 ICA 提供的成功预约录制指纹的 PDF 文件上显示的日期和时间，前往新加坡移民局进行线下录指纹工作，新加坡移民局 ICA 的地址为：

ICA Building

10 Kallang Road #08-00

Singapore 208718

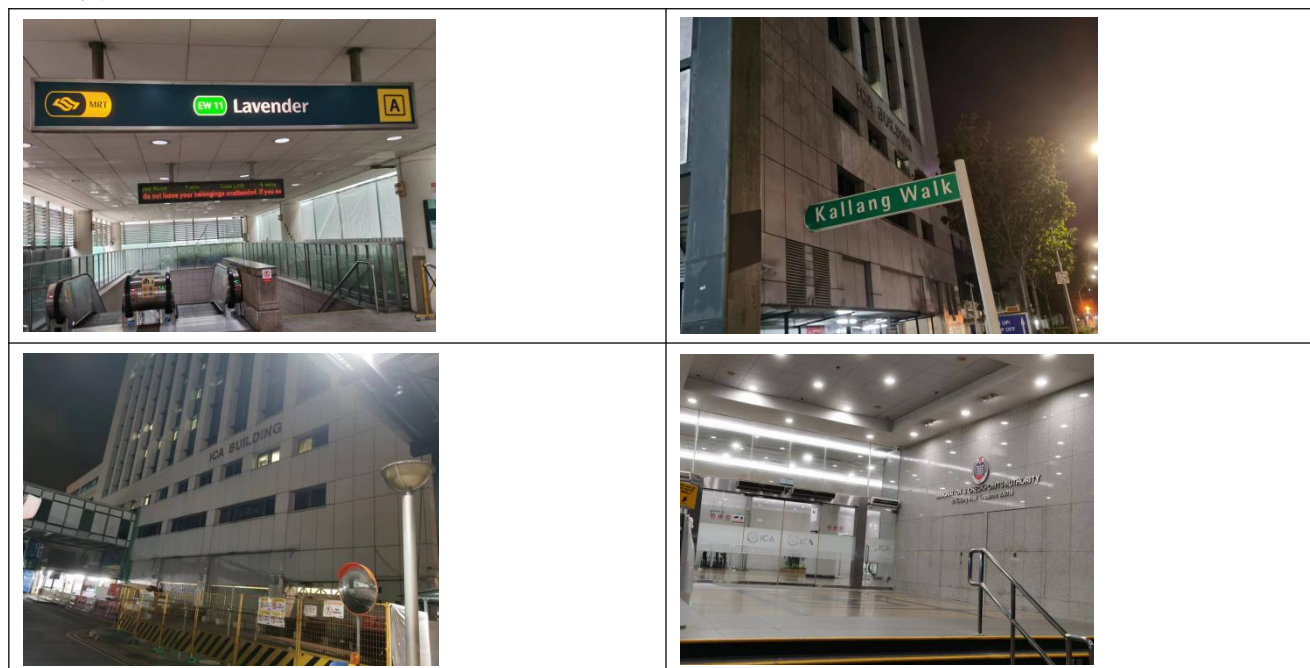
* 学生可以选择坐地铁前往 ICA，选择地铁绿线<East-West Line>抵达 Lavender 站，出了车站后走大约 2-3 分钟就到 ICA 正门了（见图 10）。

* 学生前往 ICA 录指纹之前，建议带上下列材料供移民官现场检查核验，移民官不一定查看所有的材

料，但是建议这些材料都带上，以防抽查的时候学生因为没带齐材料而无法顺利换取 STP 的情况：

- 白底照片-新加坡签证要求的照片尺寸（近 3 个月内拍摄的 2 寸(3.5cmx4.5cm)白底彩照 2 张；曾在办理新加坡签证时用过的照片不得重复使用，请去照相馆拍照时和摄影师说清楚是用于办理新加坡签证使用的照片，摄影师会具体指导其他拍摄要求，例如不得带眼镜，不得着白衣，不得挡住五官，不得带任何饰品，不得化妆等。建议学生在国内将照片就洗好，新加坡那边的拍照比较昂贵，如果有学生忘记携带自己的照片前往新加坡，也可以去学校 SIM 拍摄，学校提供拍摄签证照片的机器，学生可以自行前去拍摄并打印签证照片。）
- 有效 IPA （请自行去 ICA 下载打印你的 IPA，IPA 有效期为 3 个月，但是入境之后，有效期最多 1 个月）
- 护照
- OFFER （学校一般会在 8 月中下旬通过 My Mail 直接发送到你邮箱）
- E-FORM（已经签署上你的姓名并确认提交给学校以及 ICA 的那份最终版哈，切记不要弄错了。）
- Certification Letter （学校一般会在 8 月中下旬通过 My Mail 直接发送到你邮箱）
- ICA 里面 Step 2 的支付凭证
- 体检报告（抽查，如果 ICA 之前要求上传，那么请携带你的体检报告的所有材料）
- ICA 成功预约录指纹的 PDF 文件
- 另外需要注意的是：由于 ICA 将登记学生的虹膜图像，所以学生不得在预约录指纹当天佩戴有彩色、图案或美容隐形眼镜。

图 10:



学生录完指纹后，将在你的 My ICA APP 或者 ICA 官网获取并查看你的 STP，STP 样图见图 11。学生如果不清楚具体去哪里查看，请见下图 12，学生也可以在现场咨询 ICA 工作人员，ICA 工作人员会指导学生去哪里查看以及如何查看 STP。

图 11:

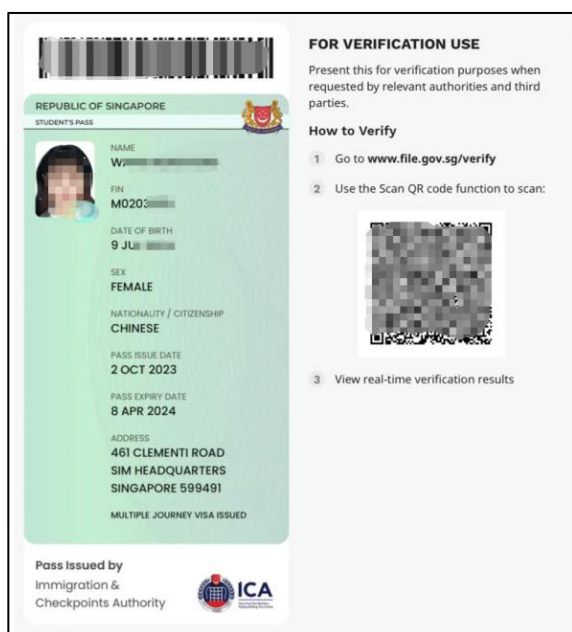
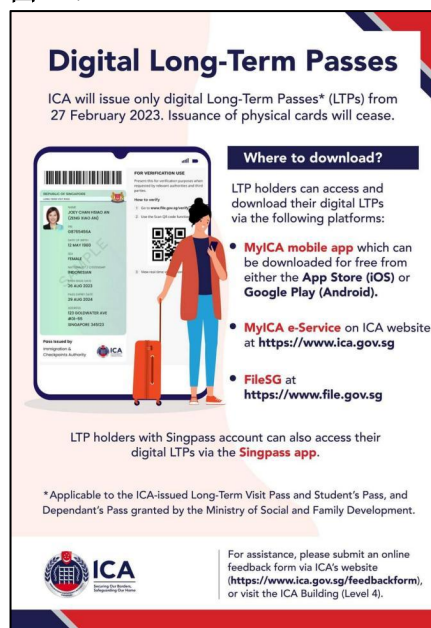


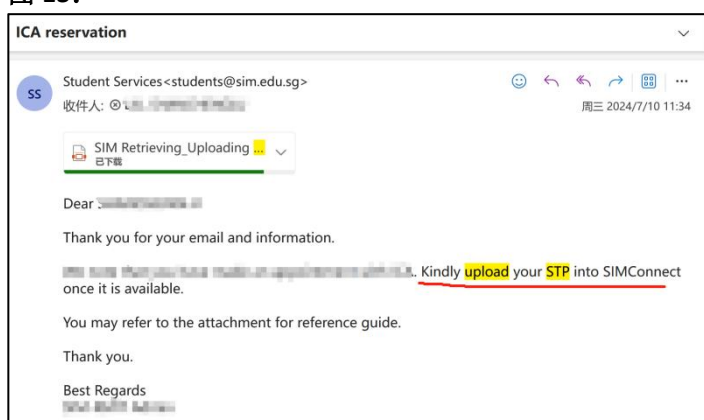
图 12:



3. 办理 Enrolment 的流程及注意事项

- 第四步：学生需要按照新加坡管理学院 SIM 的要求提交最新的 STP 至 SIM Connect 以便学校给学生办理 Enrolment, 如果学生 Enrolment 办理不成功, 学生将无法在 SIM Connect 上查看到下学期的课表, 所以建议所有的学生拿到 STP 的第一件事就是将 STP 上传至 SIM Connect。一般情况下, 学校 Student Service <student@sim.edu.sg> 都会以邮件的形式将上传 STP 的要求及流程等信息发送至学生的 My Mail (图 13 仅作参考)。请学生按照要求上传, 邮件里面一般都会有附件 (请查看文件《Uploading STP OA file to SIMConnect-上传 STP 至 SIM Connect 指南》) 告知如何上传以及上传什么格式的文件。不按时上传或者上传错误格式至 SIM Connect 的学生将无法顺利入读 SIM 10 月份的国际大一课程。学生如果按照要求上传了 STP, 但是一直没有在 SIM Connect 上查看到最新的课表, 请立即使用你的 My Mail 邮箱写邮件给学校 Student Service <student@sim.edu.sg>, 或者直接到学校国际处 ISO (International Student Office) 或者学生服务处线下咨询, 学校会提供协助。

图 13:



注意：学生未来在新加坡遇到任何问题, 请记得多向新加坡管理学院的国际处 ISO 咨询, 学校 ISO 可以提供各类指导, 祝愿各位同学出国顺利!!!