

Pre-Departure Briefing SIM Diploma – Oct 2018



PROGRAMMES – October 2018

1. MFS – Management Foundation Studies (6 months)
2. DMS – Diploma Management Studies (15 months)
3. DIB – Diploma International Business (15 months)
4. DBF – Diploma Banking & Finance (15 months)
5. DAC – Diploma Accounting (15 months)
6. CEL – Certificate English Language (3 months)

View Application Outcome

APPLICATION OUTCOME

Application Outcome

To “student’s email” from noreply@sim.edu.sg or
In “applicant’s SIMConnect”

Dear

Please be informed that the outcome of your application for the following program is ready for view

.....
.....
.....

Please log-in to SIMConnect immediately or within the next days for details.


View “Application Outcome” in SIMConnect

Log-in to “SIMConnect”
(using Applicant “User ID”, & “Password” - you received after online application submission)

View Application Outcome :

> Self Service > Student Admission > Admission Application Status

8/7/2016
Admission Application Status
[Home](#) | [About SIM](#) | [SIM Group](#) | [My Mail](#) | [Contact Us](#) | [Sign out](#)



Self Service
Student Pass
Student Pass Cancellation
Student Admission
Program Application Form
Admission Applications Status
Upload Application Documents
Campus Community
Worldnet
Change My Password

SHAREEN NATALIE SUGIJANTO
Admission Application Status

Upon submission of your program application, you may click on application number hyperlink to view your program application form. The application released within one (1) month before class commencement. If your program application is successful, please click on "Accept/Decline" hyperlink the offer online by acceptance due date. Please click on Application Status hyperlink to view Admission Outcome letters. Where applicants apply admission to more than one program, it is Institute's policy that student can only enrol in one qualification-based program, at any one time.

Partner University	Academic Level	SIMPL Program	Mode Of Study	View Application	Course Commencement	Application Date	Application Status	Acceptance Due
Singapore Institute of Management	Diploma	Diploma In Accounting	Full-Time	View Application	October 2016	04/05/2016	Offer	13/01

View “Application Outcome” in SIMConnect

View SIM Offer Letter :

- Click “OFFER” and “VIEW”
- Print the Offer Letter

2 pages



«Date»

«NAME»
«ADDRESS1» «ADDRESS2» «ADDRESS3»
«COUNTRY» «POSTCODE»

SIM APPLICATION NO. «APPLICATION_ID»

Dear Applicant, («NRIC»)

DIPLOMA IN MANAGEMENT STUDIES Full-time October 2014
AWARDED BY SINGAPORE INSTITUTE OF MANAGEMENT

We are pleased to inform you that you have been given a confirmed offer to the Diploma in Management Studies programme commencing 07 October 2014.

1. ACCEPTANCE OF OFFER

Please proceed to accept/decline the offer by clicking on the Accept/Decline link.

You may refer to the PEI-student contract for course details, modules, subjects, course fees payable, refund policy, cooling-off period, confidentiality clause, medical insurance, fee protection schemes and other information.

2. ENROLMENT IN PROGRAMMES

Where applicants applied and were offered admission to more than one programme, it is the Institute's policy that student can only enrol in one qualification-based programme, at any one time.

3. VERIFICATION OF DOCUMENTS

It is the Institute's policy that all supporting documents submitted in your application such as, NRIC, GCE 'O' level certificate, IELTS certificate etc, must be verified by SIM.

If your documents have not been verified by SIM, you are required to bring the original document(s), including the English-translated version, for verification either during orientation/ enrolment or before class commencement.

SIM reserves the right to rescind this offer or terminate the enrolment of student should there be any misrepresentation or omission of information.

4. OTHER INFORMATION

MYMAIL LOGIN AND PASSWORD

Mymail login and password will be issued to your personal email within 10 days of contract acceptance. It is essential that you login to your Mymail account prior to class commencement for further information such as Important Note and payment as well as details on orientation/ enrolment/ programme induction.

UNDER 18 YEARS OF AGE

If you are below 18 years old, you are required to accept the contract online and submit a signed hardcopy PEI-student contract to Student Services at SIM. The witness must be above 18 years old and can pre-sign the contract before submission. SIM staff are not allowed to sign as a witness.

NB. Mymail login and password will only be issued upon submission of the signed hardcopy PEI-student contract.

5. FOR INTERNATIONAL STUDENTS IN FULL TIME PROGRAMME ONLY

STUDENT'S PASS APPLICATION

For international students in full time programme, you may check the status of your student's pass application via the SIMConnect portal. The Singapore Immigration & Checkpoints Authority's (ICA) In-Principle Approval (IPA) letter will not be released if Form 12 and PEI-Student Contract are not accepted by the due dates. Please note that all student's pass applications are subject to approval by the ICA.

Your application for student's pass will be cancelled if we do not receive your contract acceptance by the stipulated deadlines.

How to accept the PEI-Student Contract?

Accept the PEI-Student Contract

View e-Contract

1. Take note of the ‘contract acceptance’ due date
2. “Accept” or “Decline” the PEI-Student Contract
 - Click to download - view contract - print

Regulation 25(5)(b)

FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)

PRIVATE EDUCATION REGULATIONS
ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

STANDARD PEI-STUDENT CONTRACT
(No. 00000041687 - 4)

BETWEEN
SINGAPORE INSTITUTE OF MANAGEMENT
PTE LTD
AND
SHILVI YENI

Version 3.0

2 pages

9 pages

SHILVI YENI

Page 1 of 2

STUDENT ADMITTED – *below 18years*

Student below 18 years

1. Accept the e-contract online, by click the “accept” button
 2. Print e-Contracts and signed by parents/guardian
 3. Submit the completed “hardcopy contract” to SIM and received by them
- The status will changed to “Fully Accepted”

STUDENT ADMITTED – *above 18years*

Student above 18 years

1. Accept the e-contract online, by click the “accept” button
→ The status will changed to “Fully Accepted”
2. Print e-Contracts for reference only
3. NO NEED to return the “hardcopy contract” to SIM

NEXT Contract Accepted Successfully

1. Acknowledgement on contract acceptance and a copy of Student Contract

→ sent to student's email

2. IPA (In Principle Approval) will be released only when the status is “Fully Accepted”

STUDENT PASS (STP) - PROCESSING

SIM :

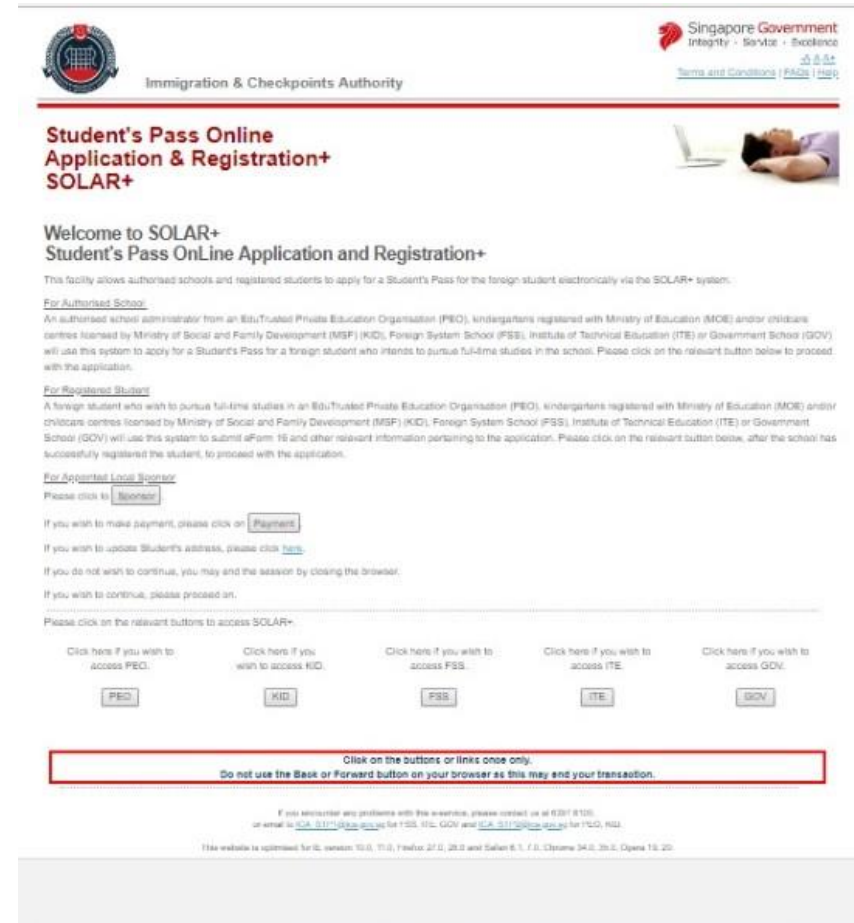
- Solar+ Application Submission in ICA website (www.ica.gov.sg)
- STP Processing Fee SGD30

AGENT :

- SOLAR+ Notification in Agent's Portal
(only for checking the status of STP during submission)

In 2-3 weeks

Receive Student's Pass Outcome In-Principle Approval (IPA) Letter issued by ICA



The screenshot shows the ICA SOLAR+ portal interface. At the top, there is a header with the ICA logo and the text "Immigration & Checkpoints Authority". To the right, it says "Singapore Government" with the tagline "Integrity · Service · Excellence" and links for "Terms and Conditions" and "Privacy Policy".

The main heading is "Student's Pass Online Application & Registration+ SOLAR+". Below this, it says "Welcome to SOLAR+ Student's Pass OnLine Application and Registration+".

The text explains that the facility allows authorised schools and registered students to apply for a Student's Pass for the foreign student electronically via the SOLAR+ system.

There are two main sections: "For Authorised School" and "For Registered Student".

For Authorised School: An authorised school administrator from an EduTrusted Private Education Organisation (PEO), kindergartens registered with Ministry of Education (MOE) and/or childcare centres licensed by Ministry of Social and Family Development (MSF) (KID), Foreign System School (FSS), Institute of Technical Education (ITE) or Government School (GOV) will use this system to apply for a Student's Pass for a foreign student who intends to pursue full-time studies in the school. Please click on the relevant button below to proceed with the application.

For Registered Student: A foreign student who wish to pursue full-time studies in an EduTrusted Private Education Organisation (PEO), kindergartens registered with Ministry of Education (MOE) and/or childcare centres licensed by Ministry of Social and Family Development (MSF) (KID), Foreign System School (FSS), Institute of Technical Education (ITE) or Government School (GOV) will use this system to submit Form 16 and other relevant information pertaining to the application. Please click on the relevant button below, after the school has successfully registered the student, to proceed with the application.

There are buttons for "Payment" and "Registration".

If you wish to make payment, please click on **Payment**.

If you wish to update Student's address, please click **here**.

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+.

Click here if you wish to access PEO: **PEO**

Click here if you wish to access KID: **KID**

Click here if you wish to access FSS: **FSS**

Click here if you wish to access ITE: **ITE**

Click here if you wish to access GOV: **GOV**

A red box contains the warning: "Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction."

At the bottom, there is a note: "If you encounter any problems with this e-service, please contact us at 6391 8100, or email to ica_helpdesk@ica.gov.sg for FSS, KID, GOV and ica_helpdesk@ica.gov.sg for PEO, ITE."

File available to optimised for IE, version: 10.0, 11.0, Firefox 27.0, 28.0 and Safari 6.1, 7.0, Chrome 34.0, 35.0, Opera 15, 20.

What's next after Accepting the PEI-Student Contract?

MyMail, SIMConnect & Wifi – ID&PASSWORD

Within one week after matriculation is completed, students will receive the “SIM User ID” and “Password” – to access SIMConnect & SIM Mymail and included SIM Wi-fi through student’s personal email

1. USER ID NOTIFICATION

2. SIMConnect

SIMConnect, our online student administration system, will provide you a range of self-service functions including registering for classes, viewing your timetable, and payment of fees. Updates on upcoming SIM events and academic related matters will also be communicated to you through this platform. You can login to SIMConnect through <https://simconnect.simge.edu.sg>, with:

User ID: [REDACTED]@mymail.sim.edu.sg

2. USER ACCOUNTS PASSWORD NOTIFICATION

2. SIMConnect

Your online student administration system (SIMConnect) password is :

[REDACTED]

Note :

- Password of MyMail, SIMConnect can be changed.***
- SIMConnect password is the same as your SIM Wi-fi***

SIMConnect & MyMail Account

- ❖ Students have to use this “User ID” and “User Accounts Password” after receive MyMail to access to SIMConnect
- ❖ Please make sure that you are able to login
- ❖ If have problem, please email to our IT Dept at ITSD_SIMGE@sim.edu.sg

1. SIM Student Portal - *SIMConnect*

→ a one-stop student portal

- Class timetable
- SIM lecture notes
- Invoice (Programme Fee) & make e-payment
- Attendance / submission of attendance appeal
- Importance notices (Enrollment Talks, Orientation, & academic matters)
- Student Handbook

2. SIM email account - *Mymail*

- IMPORTANT updates & announcement
- Upcoming events
- For all email correspondence with SIM staffs / lectures

CLASS TIMETABLE

Browser: <https://simconnect.simge.edu.sg/psp/paprd> | Employee-facing registry c...

WINAMP | Winamp 1

simconnect | Home | About SIM | SIM Group | My Mail | Contact Us | Sign out

Home | My Apps | Resources

MARCELLA | Fri, Dec 6, 13 | 1:55 PM

SIMGE
Link to SIMGE

Welcome Package
Welcome Package

SIM Student Bloggers
Get the latest insider news on and off campus!

Student FAQ
Student FAQ

End of Course Evaluation
End of Course Evaluation System

General News

- [Job Opportunities with Nihon Shokken](#)
5 Dec 2013-Job Opportunities with Nihon Shokken
Tags: Jobs
- [Temporary Position for UniSIM](#)
5 Dec 2013-Temporary Position for UniSIM
Tags: Temp Position
- [CPA Australia Career Expo 2014](#)
5 Dec 2013-CPA Australia Career Expo 2014
- [Closure of SIMGE during Christmas](#)
04-12-2013 Closure of SIMGE during Christmas

Time	Monday 6 Jan	Tuesday 7 Jan	Wednesday 8 Jan	Thursday 9 Jan	Friday 10 Jan	Saturday 11 Jan	Sunday 12 Jan
8:00AM							
9:00AM							
10:00AM	BUS 101 - L03 Lecture 8:30AM - 11:30AM HQ BLK B LT4.24	BUS 103 - L03 Lecture 8:30AM - 11:30AM HQ BLK A LT2.10	ECO 101 - L03 Lecture 8:30AM - 11:30AM HQ BLK A LT4.05	ACC 101 - L03 Lecture 8:30AM - 11:30AM HQ BLK A LT3.05C	BUS 107 - L03 Lecture 8:30AM - 11:30AM HQ BLK A LT3.20		
11:00AM							
12:00PM							
1:00PM							

System tray: 12:58 PM 12/6/2013

In SIMConnect – Student Portal
(after matriculation date)

Click “**Welcome Package**” to view the following :

- 1.Important Notes
- 2.Orientation Schedule by programme
- 3.Indemnity Form *)
- 4.Breaking Boundaries
- 5.Diploma Involved & Interact

SIM Student - HANDBOOK

SIM GE Student Handbook (2018)



Singapore Institute of Management Pte Ltd.
CPE Registration Number: 19960774791
Period of Registration: 20 May 2014 to 19 May 2018



Disclaimer: All information contained in this handbook is current and correct at the point of printing.
SIM reserves the right at any time to vary any of the specific information documented in this handbook.

Updated as of 15 March 2018

Student's Pass Application Status

Student's Pass In-Principle Approval

*If Student's Pass Application
is approved by ICA -
email notification sent to
Agent/Student's email*

Dear Agent,

The Student's Pass application outcome is ready for view for the following applicants. Please login to [SIMConnect](#) to view the status of the Student's Pass, and proceed to make e-appointment.

NAME	Programme
.....	Diploma in International Business

*Please note that the student **MUST HOLD A VALID STUDENT'S PASS** by first day of class. We will not be able to enroll them in the programme if they do not have a student's pass. They are **not allowed** to attend classes with the IPA letter, they need to have the student's pass.*

A. PREPARATION OF DOCUMENTS REQUIRED FOR THE COLLECTION OF STUDENT'S PASS

- (1) Print the attached **IPA Letter** and **ICA eform**
- (2) Refer to IPA letter **Annex A** for more details
- (3) Print the following forms:
 - [ICA - Medical Report Form](#) (if applicable)
 - [ICA - Terms and Conditions of Student's Pass](#) (Read and Sign as required by ICA)
- (4) Bring all your original documents to ICA for verification as stated in IPA Letter **Annex B** (if applicable)

B. MEDICAL EXAMINATION

- (1) If you are **required** to submit a Medical Report to ICA, please note the following:
 - For new students, you may consult a licensed doctor for your medical examination either in your home country or in SIM.
 - For transfer/renewal students, the medical examination has to be done in Singapore.
- (2) If you are **not required** to submit a Medical Report to ICA, you may proceed to collect your student's pass at ICA with the given eAppointment Date and Time.
- (3) If you are unsure whether submission of a Medical Report is required, please refer to the attached guide (*Enquiry on Medical Report*) in this email.

C. E-APPOINTMENT DATE AND TIME

- (1) It is **compulsory** to make an **e-appointment** with ICA before going down to complete Student's Pass (STP) Formalities in person.
- (2) Please refer to the Welcome Package in SIMConnect (MyMail Account) for the important dates to avoid when making e-appointment. For further enquiries, please contact Student Services at students@sim.edu.sg.
 - e-appointment guide is attached in this email for your reference
 - The system can only allow you to change a **maximum of 3 appointments** and you will **NOT be allowed** to make any further appointments if you have missed the 2 appointments.
 - Students who failed to make appointments **will not be allowed** to collect their student's pass when they go to ICA.

D. AFTER COLLECTION OF STUDENT'S PASS

- (1) Login to [SIMConnect](#) via SIM MyMail account.
- (2) Scan and upload the Student's Pass (*Navigation: My Apps > Services Centre > Update Personal Particulars*). Refer to Quick Reference Guide (QRG) under Resources Tab for more assistance.
- (3) Verify your Student's Pass at **Student Services (Block B, Level One)**

Package Student's Pass In-Principle Approval

*If Student's Pass Application is approved by ICA
(after SIM has accepted the PEI-Student Contract),*

IPA Letter will be accessible via SIMConnect :

1. Student's Pass IPA Letter issued by ICA
2. SOLAR+ (Student Pass) e-forms → *to be signed*
3. Terms and Condition of Long -Term Visit Pass (LTVP)
→ *to be signed*
4. Medical Examination Report
(to be used during Medical Examination)

IN-PRINCIPLE APPROVAL (IPA) - STUDENT PASS

NAME OF APPLICANT: FEBRIA MELODI
FIN: G1857516M

Annex A

Tel : 6391 6100
Fax : 6298 0843 / 6298 0337
Internet : <http://www.ica.gov.sg>



ICA Building
10, Kallang Road #08-00
Singapore 208719
(Next to Lavender MRT Station)
ICA_Feedback@ica.gov.sg

Immigration & Checkpoints Authority

Your ref: W01561-201204-003839
Our ref:

17 July 2012

PRINCIPAL
SINGAPORE INSTITUTE OF MANAGEMENT
461 CLEMENTI ROAD
SIM HEADQUARTERS
SINGAPORE 599491



(Application ID : PTE-2012-APP-000015897)
(Please scan this barcode at the Self Service Ticketing Kiosk for your queue ticket.)

Dear Sir/Madam

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

NAME OF APPLICANT	: STEPHANIE GRACIA SUGIARTO
FIN	: G1173564P
DATE OF BIRTH	: 06/07/1994
COURSE TITLE	: DIPLOMA IN ECONOMICS
STP VALID TILL	: 07/07/2013
COMMENCEMENT DATE	: 27/08/2012

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 \$90** [see Annex(es)] and satisfactory result of the applicant's medical examination.

Collection of Student's Pass - Strictly by Appointment

2 Applicant is required to complete formalities **in person** at ICA Office, 4th Storey, ICA Building. 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 <http://eappointment.ica.gov.sg> to select your preferred date and time. To make an appointment applicant will need his/her FIN (G1173564P) and e-Appointment ID: 897. On the date of appointment, proceed to the Self Service Ticketing Kiosk located at Visitor Services Centre 4th Storey, ICA Building to obtain a queue ticket. The applicant is 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 KEE LEONG (MR)
SENIOR PROCESSING EXECUTIVE
VISITOR SERVICES CENTRE
for CONTROLLER OF IMMIGRATION

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

b) The e-appointment window available for booking is up to 1 month before the course commencement date till the expiry of this letter.

L-VSC-STPTPTENDOUTBYNN005



PEOPLE DEVELOPER
SINGAPORE



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 report¹ 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-Forms² (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 **\$ 30 Multiple-Entry Visa Fee** and 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 slotby 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 should 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 W01561-201807-247482 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.

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

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

Inspiring Confidence in All



PEOPLE DEVELOPER
SINGAPORE



SOLAR+ (STUDENTS PASS) e-form

5 PAGES
sign page 2 & 4

eForm 16
IMMIGRATION ACT
(CHAPTER 133)
IMMIGRATION REGULATIONS
APPLICATION FOR A STUDENT'S PASS
[REGULATION 14(2)]



(Register New Student) SOLAR+ Application No : W0156I-201204-003839

PART A - PARTICULARS OF APPLICANT			
Foreign Identification No.(FIN) (If applicable) NIL			
Full Name in BLOCK LETTERS (Underline Surname) STEPHANIE GRACIA SUGIARTO		Alias, if any NIL	Birth Certificate No. 3208/UJ/94
Race CHINESE	Religion (Denomination) OTHERS (CATHOLIC)	Sex FEMALE	Date of Birth (DD/MM/YYYY) 08/07/1994
Email Address stephaniegracia87@live.com	Nationality INDONESIAN	Province/State NIL	Country of birth INDONESIA
Expiry Date of Employment/Dependant's Pass if any (DD/MM/YYYY) NIL	Occupation Full-Time Student	Marital Status SINGLE	
Type of Travel Document Held INTERNATIONAL PASSPORT	Serial No. of Travel Document Held S232594	Issue Date of Travel Document (DD/MM/YYYY) 14/07/2008	
Country of Issue of Travel Document INDONESIA	Place of Issue of Travel Document JAKARTA BARAT	Expiry Date of Travel Document (DD/MM/YYYY) 14/07/2013	
School/Institute Applied For SINGAPORE INSTITUTE OF MANAGEMENT	Course DIPLOMA IN ECONOMICS	Period Applied For: From 27/08/2012 To 30/06/2013	
Parents' Residential Status			
Father: None of the above Mother: None of the above		NRIC/FIN No: NIL NRIC/FIN No: NIL	
Residential Address in Singapore NIL			Tel. No. NIL
List countries in which applicant has resided for one year or more during the last five years:			
Country	Address	Period of Stay From To	
INDONESIA	JL. KEMBANG SAKTI TMR BLOK D IX NO. 43 KEMBANGAN SELATAN JAKARTA	12/1993	01/2011
INDONESIA	JL. KEMBANG ASRI 6 BLOK B1 NO.7 PURI INDAH JAKARTA BARAT	01/2011	12/2012
Antecedent*			
Have you ever been refused entry into or deported from any country, including Singapore?		NO	
Have you ever been convicted in a court of law in any country, including Singapore?		NO	
Have you ever been prohibited from entering Singapore?		NO	
Have you ever entered Singapore using a different Passport or Name?		NO	
If any of the answer is "YES", please furnish details on a separate sheet of paper			

ANTECEDENT'S REMARKS
NIL

IMM16

-1-

SIMConnect > Self Service > Student Pass > View STP Application Status

TERMS & CONDITIONS LongTermPass



Immigration & Checkpoints Authority

Terms & Conditions of Student's Pass (STP)

1. You are required to produce your STP card and passport to the Immigration Officer at the Checkpoint each time you leave Singapore and return.
2. Under regulation 8(1)(c) of the Immigration Regulations made under the Immigration Act (Cap. 132), you are required to surrender the Card when the Student's Pass issued to you is cancelled or has expired, and when a new Card is issued to you.
3. Under regulation 8(5)(i) of the Immigration Regulations, should you intend to leave Singapore and only return after the expiry of the Student's Pass issued to you, you are required to surrender this Card to the Immigration Officer at the Checkpoint at the time of your departure.
4. While in Singapore, you are required to furnish the Student's Pass Card for inspection to an Immigration Officer or Police Officer within reasonable time when so requested.
5. You should take good care of the Student's Pass Card and prevent loss through negligence. If the Student's Pass Card is lost or stolen, you are required to make a police report immediately and present to ICA within 7 days to apply for a replacement. Student's Pass Insurance and/or Replacement Fees shall apply. If you recover possession of your lost Student's Pass Card after reporting such loss to ICA, you are required to surrender the recovered Student's Pass to ICA for cancellation within 7 days from the date of recovery of the Card.
6. Under regulation 8(5)(i), you shall notify ICA if there is any change in your place of residence within 14 days of the change. You shall report a change of address online through your school or local sponsor via e-Update of Address.
7. The Student's Pass is issued to you based on the information provided with application. For which you have truthfully declared to be so or for which you had consented for a proxy to submit on your behalf and are fully aware of the information as provided by your authorised proxy. You are required to notify ICA for any change in your passport particulars.

10-01-2017, 2017

8. You shall comply with the provisions of the Immigration Act and any regulation made under the Act, or any statutory modification or re-enactment in force in Singapore during your stay.
9. You shall not engage in any activity, criminal or otherwise, which is inconsistent with the purpose for which the Student's Pass has been issued.
10. You shall not take part in any political or other related activities during your stay in Singapore.
11. You shall not contravene any law or any statutory modification or re-enactment in force in Singapore during your stay.
12. You shall not smoke, administer to yourself, consume or be in any way engaged in the trafficking of any controlled drug as defined in the Misuse of Drug Act or any written law in force relating to the control of dangerous or harmful drugs.
13. You shall abide by the conditions specified in regulations 14(1A) of the Immigration Regulations, where applicable. You must not engage in any form of paid employment or in any business, profession or occupation in Singapore during the validity of your Student's Pass unless you have a valid work pass issued under the Employment of Foreign Interperson Act (Cap. 90A).
14. You understand that if the Controller of Immigration is satisfied that you or any member of your family breaches the Terms & Conditions mentioned above, or becomes an undesirable or prohibited immigrant, he will cancel your Student's pass and the immigration passes of the members of your family, and you may be required to leave Singapore within 24 hours of such cancellation.
15. You are required to attend class regularly. If you fail to attend classes for a continuous period of 7 days your Student's Pass is liable to be cancelled with effect from the 8th day. The order of cancellation will be sent to your place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of your Student's Pass is an offence under Section 16 of the Immigration Act and you would be liable for prosecution.
16. You understand that your Student's Pass will be cancelled by the Controller of Immigration if you fail to remain or cease to be related as a student in your educational institution.
17. The Student's Pass is issued to you on the condition that the Terms & Conditions mentioned above are complied with. Under regulation 42(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 contained in any pass or permit 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.

10-01-2017, 2017

- FILL UP &
- SIGN

I have read, understood and agreed to the Terms & Conditions of Issue specified above.

Signature
 Name
 ID#
 Date
 Contact No.
 Residential Address

10-01-2017, 2017

MEDICAL FORM

MEDICAL EXAMINATION REPORT

For New Applicants:

1. The Medical Examination may be done in Singapore by any registered General Practitioner (GP). Applicants who are in their home countries/places of residence may have their Medical Examination and HIV test done in their home countries/places of residence at any medical clinic licensed to carry out such tests. If HIV testing is done in Singapore, it may be carried out with either rapid or ELISA tests.

For Renewal Applicants:

1. The Medical Examination MUST be done in Singapore by any registered GP. HIV testing may be done with either rapid or ELISA tests.

Notes for All:

1. This Medical Examination Report is to be completed by a registered doctor and returned to the examinee. The original copy of the laboratory report for HIV and the X-ray report must be attached to this Medical Examination Report only if the medical examination and testing is carried out overseas.
2. The laboratory report for HIV and the X-ray report submitted to the Immigration & Checkpoints Authority should be within THREE MONTHS from the date of the issue of the reports.

I Personal Particulars

1. Name (as in the passport): _____
2. Sex: M / F 3. Date of Birth: _____ 4. Nationality: _____
5. Passport No.: _____ 6. FIN No. (if applicable): _____
7. Address in Singapore: _____

II Medical Examination

I certify that the above-named has undergone a chest x-ray and the result of his/her chest X-ray is as indicated (with a [✓]):-

1. TB (Chest X-ray)*
Any evidence of active TB detected?
Yes ☐ No ☐

[*Pregnant Women are exempted from Chest X-Ray]

I certify that I have tested the above-named and the result of his/her HIV test is indicated below (with a tick [✓]).

2. HIV: Positive ☐ Negative/Non-Reactive ☐

Name of Examining Doctor (IN BLOCK LETTERS): _____

Signature: _____ Clinic's Stamp & Address: _____

Date: _____ Telephone Number: _____

MCR no: _____

NOTE: For persons screened overseas, the name in the laboratory report for HIV and the X-ray report must be according to the name shown in the Passport.

DECLARATION

I, _____ (name) declare that the above is not applicable to me as

I have submitted a medical report** containing the above information to Immigration & Checkpoints Authority / Ministry of Manpower*** (not more than two years ago) when I was granted the _____ (pass type)

on _____ (dd/mm/yy) valid till _____ (dd/mm/yy)

Signature & Date

** Those who were previously exempted from submitting the X-ray report because of pregnancy are required to submit a X-ray report certified by a Singapore registered GP, if you are not pregnant now.

*** Delete where necessary.

WARNING: IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION

Version 4 (4 Oct 07)

IPA Letter – Page 2

NAME OF APPLICANT: STEPHANIE GRACIA SUGIARTO
FIN: G1173864P

Annex A

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

- (1) This letter;
- (2) Applicant's passport/travel document with a valid Visit Pass and a copy of the personal particulars page;
- (3) Applicant's medical report¹ and the original copy of the laboratory report (not applicable to an applicant below 15 years old);
- (4) The printout of Student's Pass application e-Forms² (e-Form 16, V36A and V36, where applicable). The printout must be duly signed by the applicant; and
- (5) Prior to completion of formality, the applicant is required to pay a \$ 30 Multiple-Entry Visa Fee and 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 lobby located at ICA Building (payment by NETS, CashCard, Visa and MasterCard credit/debit cards).
- (6) Prior to collection of Student's Pass, applicant has to acknowledge a copy of the Terms & Conditions of Issue for Long Term Pass (LTP) Card. Applicant is 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) Applicant is required to note the following conditions:
 - (i) He/She is only permitted to attend the course at the school as stated in this In-Principle Approval letter;
 - (ii) He/She shall attend the class regularly; and
 - (iii) He/She 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) The applicant has failed to attend classes for a continuous period of 7 days or more without any valid reason; or
 - (ii) The applicant has 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) The applicant's studies in the school have been terminated.
- (4) If applicant has ceased studying in the school, the school is required to inform applicant to surrender his/her Student's Pass card and Disembarkation/Embarkation card for cancellation at this office within 7 days of cessation or termination of his/her 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 the applicant based on the information provided vide W01561-201204-003639 for which he/she has truthfully declared to be so or for which the applicant had consented for a proxy to submit on his/her behalf and is fully aware of the information so provided by his/her authorized proxy.

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

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

Part 1 (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

- For the certification of letter request on Student Pass collection, student may email directly to STUDENT SERVICES **students@sim.edu.sg** for assistance from Student's MYMAIL account.
- Please indicate **FULL NAME** and **SIM ID** upon requesting
- It would takes usually 3 working days for Student Services to process

→ Student can do it AFTER receive “mymail account”

CERTIFICATION LETTER – from SIM



PRIVATE AND CONFIDENTIAL

29 August 2018

ADELINE

To Whom It May Concern

This letter is to certify that Ms ADELINE, PASSPORT: C0026734, is a full-time student in the Certificate of Higher Education in Social Sciences programme from August 2018 and is expected to complete the programme in July 2019.

The programme is organised in Singapore Institute of Management Pte Ltd (SIM) and the certificate is awarded by the University of London, United Kingdom.

Should you require more information, please contact SIM Student Services at email: students@sim.edu.sg.

Yours faithfully



Evelyn Foo
Manager
Student Services
SIM Global Education

- Please bring this letter when collecting Student's Pass in ICA.

- NOW the documents needed will be :

- 1. IPA Letter by ICA**
- 2. SOLAR+ e-forms**
- 3. Terms and Condition of Long-Term Visit Pass (LTVP)**
- 4. Medical Examination Report**
- 5. Certification Letter**

MEDICAL EXAMINATION

All international students **MUST** undergo a medical examination and submit a medical report to ICA for Student's Pass processing.

You can either:

- 1) Do your medical examination in Indonesia using ICA Medical Report form (after receiving IPA letter from SIM) OR
- 2) Do it in SIM by registering for the medical check up through the link in "Orientation Schedule"

Sign-up link is:

<https://survey.sim.edu.sg/simge/index.php/433482/lang-en>

Pre-register by **12 September 2018**

This medical service is provided by SATA for international students.

****** *No fasting is required*

Medical exam fee

S\$42,80 (Chest X-ray & Blood Test)

(bring the medical form, copy passport & cash payment on 17 Sept 2018)

How to pay The Programme Fees?

Payment of Programme Fees

Payment of Programme Fees can be done if e-invoice has been generated and can be retrieved in SIMConnect

- **SIM DMS/DAC/DIB/DBF - SGD 2,354** (1st semester)

Total 5 semester in 15 months

- **MFS - SGD 3,584.50** (6 months)
- **CEL - SGD 2,461** (3 months per level)

- 1) e-payment via SIMConnect (Nets/Visa/Mastercard) OR
- 2) Bankdraft / Local Cheque (must be crossed) payable to
“Singapore Institute of Management Pte Ltd” OR
- 3) SIM Cashier Counter (Cash/Nets/Visa/Mastercard/
Cash Card/Cheque/Bankdraft)

Payment Due Date - *written in the invoice*

Invoice of Programme Fees



Singapore Institute of Management Pte Ltd
461 Clementi Road Singapore 599491
Tel: 62489746 Fax: 64680779
Website: www.sim.edu.sg
UEN/GST REG NO: 199607747H

PROFORMA INVOICE

Invoice Number:
GB001-STD-0000002371B1

CHRISTOPHER RYAN
PERUM PURI CANDRA ASRI, BLOK B-60,
BALI, DENPASAR
INDONESIA 80852

Invoice Date: 01-Aug-2013
Due Date: 15-Aug-2013
SIM ID: 10088950

Institution: University of London
Program: Diploma in Economics
Term: 2013-14 Term (Jul-Jun)

Account Type: Tuition Charges (TUT)

S/NO	CURRENT CHARGES	AMOUNT (\$\$)
1	Course Fee (Mathematics 2)	887.50
2	GST 7%	62.12
3	Course Fee (Statistics 2)	887.50
4	GST 7%	62.12
5	Course Fee (Mathematics 1)	887.50
6	GST 7%	62.12
7	Course Fee (Statistics 1)	887.50
8	GST 7%	62.12
9	Course Fee (Principles of Banking & Fin)	1,775.00
10	GST 7%	124.25
11	Course Fee (Introduction to Economics)	1,775.00
12	GST 7%	124.25
TOTAL CURRENT CHARGES (excl. GST)		7,100.00
TOTAL GST		496.98
TOTAL CURRENT CHARGES		7,596.98

S/NO	INVOICE(S) DUE	AMOUNT (\$\$)
1	GB001-STD-0000002371B1	7,596.98
TOTAL DUE		7,596.98

LIST OF ENROLLED COURSES	STATUS
MT 105A - Mathematics 1	Enrolled
ST 104A - Statistics 1	Enrolled
MT 105B - Mathematics 2	Enrolled
FN 1024 - Principles of Banking & Fin	Enrolled
ST 104B - Statistics 2	Enrolled
EC 1002 - Introduction to Economics	Enrolled

NOTES



Singapore Institute of Management Pte Ltd
461 Clementi Road Singapore 599491
Tel: 62489746 Fax: 64680779
Website: www.sim.edu.sg
UEN/GST REG NO: 199607747H

REMITTANCE SLIP

Please enclose this Remittance Slip with your cheque

Invoice Number:
GB001-STD-0000002371B1

CHRISTOPHER RYAN
PERUM PURI CANDRA ASRI, BLOK B-60,
BALI, DENPASAR
INDONESIA 80852

Invoice Date: 01-Aug-2013
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Term: 2013-14 Term (Jul-Jun)

Account Type: Tuition Charges (TUT)

INVOICE REFERENCE	AMOUNT (\$\$)
GB001-STD-0000002371B1	7,596.98
TOTAL AMOUNT	7,596.98

PAYMENT INSTRUCTIONS

For cheque payment, the cheque(s) must be crossed and made payable to
Singapore Institute of Management Pte Ltd

INDEMNITY FORM



Singapore Institute of Management Pte Ltd
Student Life Division

Indemnity Form

I wish to join the **DE & International Foundation Programme Orientation Week** organised by **Student Development** from **<11 August - 14 August 2015** and abide by the Rules and Regulations set by both the Singapore Institute of Management Global Education (SIM GE) and the SIM GE CCA Club/Student Council event organising committee. I am fully aware of the possible risks involved and accept the same, notwithstanding the fact that this trip/camp/training/activity is intended only for those without medical problems and who are fit enough to indulge in physical activities. I confirm that I am enrolling on my own volition and I shall not hold the SIM GE, its servants and organisers responsible or in any way liable for my death, injury, disability or any loss or damage whatsoever arising from any cause in connection with the trip / camp / training / activity or my participation therein.

I hereby indemnify and agree to keep SIM GE, its management, servants and organisers of the event fully indemnified against all claims, loss or damage whatsoever in respect of death, injury, disability or any loss or damage whatsoever arising from any cause in connection with the trip /camp / training / activity or my participation therein.

I also agree to allow SIM GE to disclose my personal information to its service providers in connection with the trip/camp/training/activity.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS INDEMNITY AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS.

Participant's Name (as in NRIC/Passport)	Student / NRIC / FIN No.	Signature	Date
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Parent's / Guardian's consent for participants below 21 years of age on date of the enrolment

Parent's / Guardian's Name (as in NRIC/Passport)	NRIC / Passport No.	Signature	Date
---	---------------------	-----------	------

➤ *Signed by the parents /guardian if student are below 21 years*

➤ *To be submitted to SIM during*

- *Breaking Boundaries -*

e-Appointment

[Terms and Conditions](#) | [FAQs](#) | [Help](#)

e-Appointment



ID : G1173564P

Service : Completion of Student's Pass Formalities

[Logout](#)

Step 4 of 4: Acknowledgement

Thank you for using eAppointment

Your appointment is on **Friday 24 Aug 2012, at 11:00 AM**.
Please be punctual for your appointment.

Please bring along the in-principle approval letter & proceed to the self ticketing Kiosk 3 located at Visitor Services Centre 4th Storey, ICA Building to obtain a queue ticket and proceed to the counter indicated on the queue ticket.

The system will only allow you to change a maximum of **3 appointments** and you will not be allowed to make any further appointments if you have missed the **2 appointments**. Any changes to your appointment will have to be made **1 day** in advance to ensure our operational expediency to serve you within your preferred time.

Important Notes

- (a) Holder of Visit Pass is not permitted to work or engage in any business, profession or occupation without a valid work permit or written consent from the Controller of Work Pass.
- (b) Making an appointment via this system does not legalise your stay in Singapore. **Please ensure you have a valid stay in Singapore.** You may seek extension of your Visit Pass through the e-XTEND system or apply in person at Visitor Services Centre (4th Storey), ICA.

[Rate this e-Service](#)

Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

If you encounter any problems or have any feedback with this e-service, please email ICA_Feedback@ica.gov.sg.

This website is optimised for IE version 7.0, 8.0 and Firefox 3.6

ICA Website • eCitizen
© 2012 Immigration & Checkpoints Authority

<https://eappointment.ica.gov.sg/ibook/index.do>

- Student / Agent to self-service and book e-Appointment via ICA website (www.ica.gov.sg)

- Bring the print-out during collecting the Student's Pass in ICA

Collection Student's Pass by e-appointment

Collection of Student's Pass strictly **by e-appointment**

IMPORTANT!! E-Appointment with ICA for collection of Student Pass:

>> Please follow the scheduled dates for Student Pass Collection

If you missed your appointment, please make a new appointment before going down to collect your student pass, at this website:

<https://eappointment.ica.gov.sg/ibook/index.do>

Immigration and Checkpoint Authority

ICA Building, 4th Storey
10 Kallang Road
Singapore 208718

Opening Hours:

8.00am to 5.00pm (Mon-Fri)
8.00am to 1.00pm (Sat)
Closed on Sun & PH

Directions from SIM HQ to ICA:

- Take Bus No 52/154/184 and alight at Clementi MRT Station or
- Take Bus No 74 and alight at Dover MRT Station
- Take MRT to Lavender MRT station on the East West MRT Line (Green).

Pre-Departure Checklist

The following **original** documents are **required** to bring to SIM & ICA when collecting Student's Pass :

SIM	ICA
(to certify documents)	(to collect STUDENT PASS)
-	IPA Letter
-	SOLAR+ eForm signed by student
-	Terms & Condition of STP
-	Medical Check Up Report
-	E-Appointment
-	Letter of Certification -> from SIM
SIM Offer Letter	SIM Offer Letter
SIM Student Contract	SIM Student Contract
Original Passport	Original Passport
Original Birth Certificate (Indo&English)	Original Birth Certificate (Indo&English)
Original Educational Qualification (Indo&English)	Original Educational Qualification (Indo&English)
	Embarkation/Disembarkation Card (White Card)
4 copies of passport sized (3.5x4.5cm) colour photographs - white background, colour shirt, show fullface without headgear	4 copies of passport sized (3.5x4.5cm) colour photographs – white background, colour shirt, show fullface without headgear
	Cash Cards / NETS / Credit Card

ISSUANCE FEE (Student Pass) PAYMENT

- ❑ Payment of issuance fee to ICA
 - 1) Online Payment (Credit Card/Internet Banking) by on-line through ICA SOLAR+ website
<https://solarplus.ica.gov.sg/solarplus-ica/index.do>
**** Student's Pass Issuance Fee Receipt should be brought during Student Pass collection at ICA***
 - 2) Paid by Cash Card / NETS / Credit Card at ICA
- Fee : S\$ 90 (S\$60 for issuance fee + S\$30 for Multiple Entry Visa)**
- ❑ It is COMPULSORY for international students to hold a valid Student's Pass by **Programme Commencement Date**
(IMPORTANT: Students are NOT allowed to enroll and attend classes without valid Student's Pass)

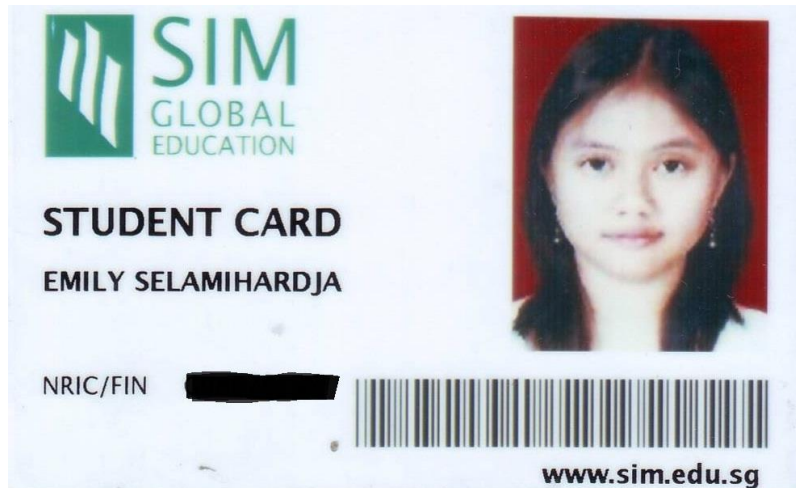
STUDENT'S PASS from ICA



Upon collection Student's Pass from ICA

- ❖ **Scan and upload Student's Pass (Front & Back) in SIMConnect immediately**
"My Apps > Services Centre > Update Personal Particulars"
- ❖ **Update your latest Singapore residential address & mobile number. Also your emergency contact**
- ❖ **Bring the original Student's Pass to Student Services at Blk B Level 1 (Student Hub) for verification *on the next working day***

STUDENT CARD from SIM



Terms and conditions of use:

- Please produce this card upon request.
- This card is not transferable.
- This card is the property of Singapore Institute of Management and must be returned to SIM Global Education upon completion of your studies.
- A replacement card costs \$20.

If found, please return it to:

Student Helpdesk
SIM Global Education
461 Clementi Road
Singapore 599491
Tel: 6248 9393

09022717

- All students will be issued with a SIM Student Card (*please bring colour pasphoto 3.5x4.5*) from Student Service, Blk B, Level 1.
Collect it on the day of Orientation or before class commencement .

ATTENDANCE

- Students are reminded to tap the Student Card on to the card readers within the grace period (30 minutes before and after) for **campus attendance** and also for **class attendance**
- Maintain a minimum overall attendance (lecturers, tutorial, revision workshops & preliminary examinations) of **90%** every month
- If attendance below 90%, students will not be allowed to sign up for examination.

Random checks by SIM Staff

- If there are no classes, students will be assigned Independent Study (IS)
- Students must seek approval from SIM by filling up “Permission to Leave Singapore” form, specially during “the course of study”

Important Contacts

- **SIM Student Services :**
SIM HQ, Block B, Level 1 - Tel : 6248-9393, Email: students@sim.edu.sg
 - ✓ Orientation-related matters, ie. medical examination / Breaking Boundaries / etc.
 - ✓ Study-related matters
- **SIM Student Recruitment**
SIM HQ, Block A, Level 2
 - ✓ Related to the payments
 - ✓ Verification of documents
- **Student Care Office :**
Student Wellness Centre, SIMHQ, Block C, Level 2, RC.2.05
- **Student's Pass Matters :**
Email – adm_stp@sim.edu.sg
- **Programme Coordinator** (contacted via Student Services)
Email – students@sim.edu.sg

Student Life & Services

- Counselling Services
- Peer Support Programme
- Summer Abroad Programme
- Career fairs
 - Workshop
 - Networking Session
 - Job Fair
- Student Activities
- etc

STUDENT ACTIVITIES

from STUDENT LIFE & SERVICES

STUDENT COUNCILS

- SIM – RMIT Student Council
- SIM – UB Student Council
- SIM – UOB Student Council
- SIM – UOL Student Rep Council
- SIM – UOW Student Council

ARTS & CULTURAL

- Anime & Gaming
- Dance Art
- Dance Sport
- DreamWerkz
- Esprimere Singing Club
- Film and Performing Arts
- Guitar
- Malay Cultural and Muslim Society
- Photography
- Salsa En Soul
- String Ensemble

SPORT & FITNESS

- | | | |
|---------------|--------------------------|--------------------|
| • Aikido | • Handball | • Taekwondo |
| • Air Weapons | • Judo | • Tchoukball |
| • Aquathlon | • Kyokushinkai | • Tennis |
| • Badminton | • Karate | • Touch |
| • Basketball | • Lifesaving & Swimming | • Football |
| • Bowling | • Muay Thai | • Track & Field |
| • Canoe Polo | • Netball | • Ultimate Frisbee |
| • Canoeing | • Outdoor Adventure Club | • Volleyball |
| • Cricket | • Rugby | • Wakeboarding |
| • Cuesports | • Silat | • Water Polo |
| • Dragon Boat | • Soccer | • Weiqi |
| • Fencing | • Squash | • Windsurfing |
| • Floorball | • Table Tennis | |
| • Golf | | |

SPECIAL INTERESTS

- Accounting Association
- AIESEC in SIM
- Buddhist Bhavana
- Board Gaming Society
- Catholic Society
- Christian Fellowship
- Discourse
- Economics Society
- iCare
- Investment & Networking Club
- IT Club
- Psychology Society
- SIM Peer Support
- Sociology Club
- Social Innovation Park (SIP) @ SIM
- Students Toastmasters
- Young Entrepreneurs Network

INTERNATIONAL STUDENTS CLUB

- China National Network (SIMCNN)
- International Multicultural Mix (IMMIX)
- Indonesian Community (INSIM)
- SIM Indian Society (SIS)
- Malaysian Community (MCSIM)
- Myanmar Club (MYSIM)
- Vietnamese Community (SIMVNC)

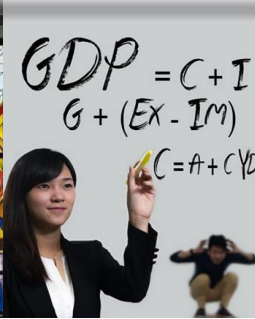
Anime & Gaming

Cricket

Catholic Society Economics Society

Fencing

Golf



SIM Indian Society
(SIS)

Indonesian
Community (INSIM)

Kyokushinkai
Karate

Lifesaving &
Swimming

Muay Thai

Social Innovation
Park@SIM



String Ensemble

Students
Toastmasters

SIM-UOL Student
Representative Council

Taekwondo

Windsurfing

Young
Entrepreneurs
Network



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InSIM – where Indonesian bonds in SIM

URL Address - <http://www.insim.org/>

Facebook page – **InSIM SIM**



ACCOMMODATION

Accommodation Options

- ✓ Matchbox @100UluPandan
- ✓ Youth Hostel (Yo:HA) @ Henderson
- ✓ Youth Hostel (Yo:HA) @ Evans
- ✓ Youth Hostel (Yo:HA) @ Jurong
- ✓ East Lodge @ Clementi
- ✓ Milchel
- ✓ Evo House Service
- ✓ etc

Group Hospital & Surgical Insurance

AXA Insurance Singapore Pte Ltd

Summary of Benefits:

- ✓ 24-hour for hospitalisation and/or surgery due to illness or accident within Singapore and on school-related activities overseas
- ✓ Maximum limit payable per annum S\$20,000
- ✓ B1 or lower wards in Singapore Government/Restructured hospitals

Fee Protection Scheme (FPS)

SIM has in place a Fee Protection Scheme (FPS) to protect the paid fees of both local and international students in the event SIM is unable to continue operations due to insolvency, and/or regulatory closure.

The FPS is compulsory for all students.

For more information, please refer to the International Student Handbook

→ SIMConnect “Resources”

Personal Account

- Open Bank Account after collecting the **Student Pass Card** and bring **valid Passport**

Nearest Banks to SIM HQ Clementi:

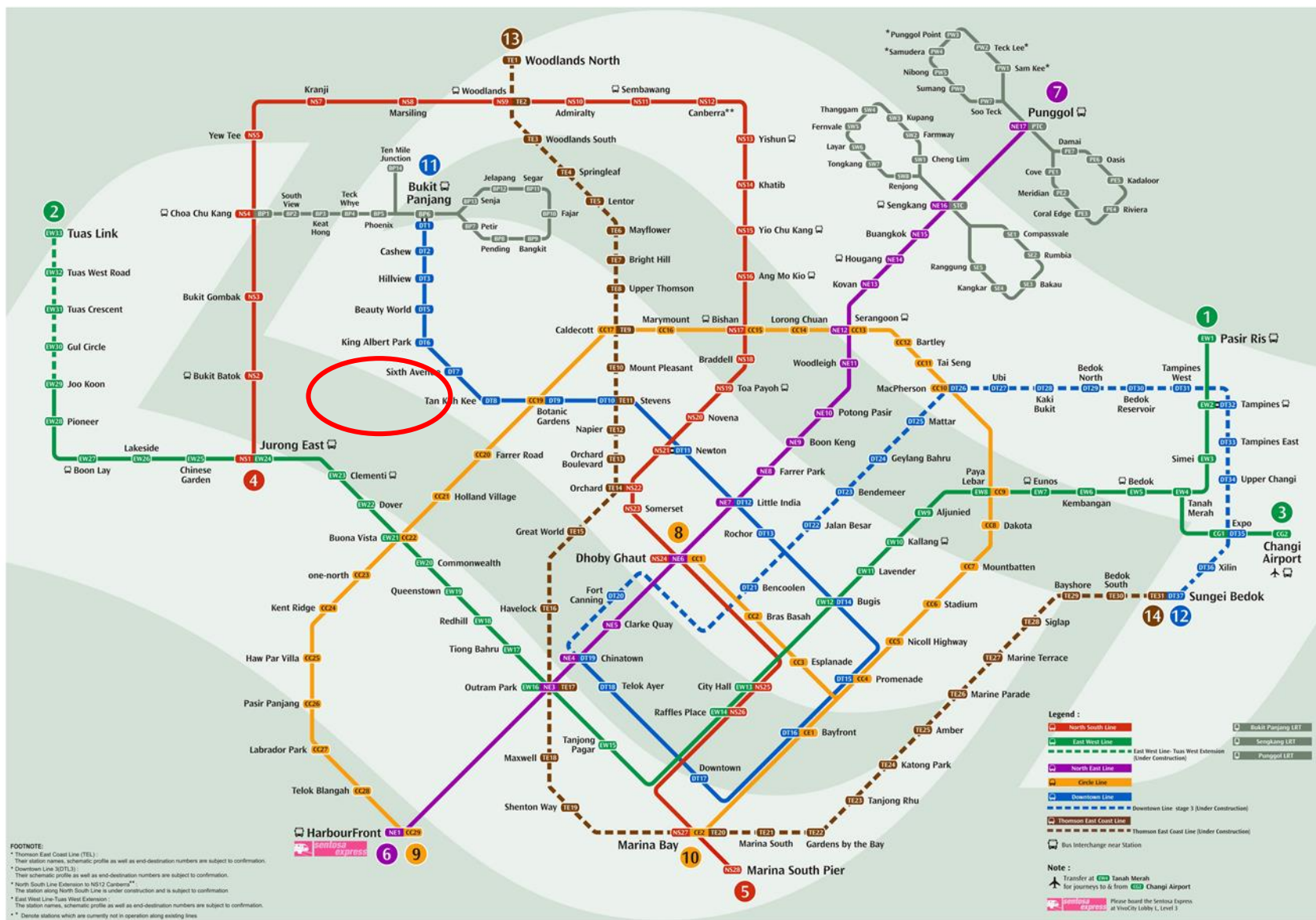
- DBS & POSB
BLK 449 & 450 CLEMENTI AVENUE 3
- UOB (United Overseas Bank)
BLK 450 CLEMENTI AVENUE 3
- OCBC (Overseas Chinese Banking Corporation)
CLEMENTI MALL, Level 4, #04-52 to 55

What to Pack ?

- SIM Offer Letter, Student Contract, Original Documents for verification and reference as you register as a student.
- Flight Ticket to Singapore
- Personal items, ie toiletries, bed sheet, pillow alarm clock, electrical accessories such as 3pin plug, calculator, dictionary, etc
- Minimum S\$1000 cash for your initial expenses.
 - 6 passport sized photographs (35mmx45mm)
 - Sports equipment such as rackets, jogging shoes, etc.
 - Clothings – jeans, shirts and t-shirts, jackets / sweaters (for attending classes at Lecture Theatres which could be cold)
 - Medication, if required.
 - Personal Notebook (Laptop) – if you already have one



System map



Location Map: SIM Campuses



Legend

-  Bus Stop
Bus Nos: 52, 61, 74, 75, 151, 154, 184
-  MRT Station
-  Overhead Bridge
-  Bus Stop
Bus Nos: 66, 67, 74, 151, 154, 156, 157, 170, 171, 174, 645, 852, 981

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Members of The SIM Group





BLK A

BLK C

BLK D

BLK B

SIM Headquarter @ Clementi Road

Important Address

Immigration and Checkpoints Authority - ICA (for Immigration Issues, Such as Student' s Pass etc)	Immigration and Checkpoints Authority (ICA) 10 Kallang Road #08-00 ICA Building Singapore 208718 Tel : (65) 6391 6100 www.ica.gov.sg Email : ica_feedback@ica.gov.sg Operating Hours : Monday – Friday : 08.00–17.00 Saturday : 08.00–13.00 Closed on Sunday & PH
Indonesian Embassy in Singapore	7 Chatsworth Road Singapore 249761 Tel : (65) 6737 7422 Fax : (65) 6737 5037 Operating Hours : Monday – Thursday : 09.00–13.00, 14.00-17.00 Friday : 09.00–12.30, 14.30-17.00 Closed on Saturday, Sunday & PH

SIM GE DMS/DIB/DBF/DAC

Duration : 15 months

Intakes: Jan, Apr, Jul, Oct

Semester 1			Semester 2			Semester 3		
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Exam Break			Exam Break			Exam Break

Semester 4			Semester 5		
Oct	Nov	Dec	Jan	Feb	Mar
		Exam Break			Exam Break

Management Foundation Studies (MFS)

Duration : 6 months

Intakes: Jan, Apr, Jul, Oct

Semester 1					
1 st	2 nd	3 rd	4 th	5 th	6 th
		Test week Assignment	Evaluation	Study Break Exam Break	Exam (Sup) Break

7 week of studies

1 Test week

1 Assignment week

7 week of studies

1 week study break

EXAM > 3 weeks result release

SUPP EXAM > 2 weeks result release

Feedback Mechanism – Evaluation

Online evaluation of the programme and lecturers for each module will be conducted.

SIM Certificate in English Language (CEL)

CEL

Intermediate (Level 4) – 6 months

Upper-Intermediate (Level 5) – 3 months

Duration : 3 months / Level (January / April / July / October)

January				April			July			October		
Jan	Feb	Mar		Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	MCA	Evaluation	EOC	Result Release								
					MCA	Evaluation	EOC	Result Release				
											MCA	Evaluation
												EOC
												Result Release

4 week of studies > Mid Course Assessment (MCA) > 4 week of studies > > End Of Course Assessment (EOC) > 2 weeks result release

Feedback Mechanism – Evaluation

Online evaluation of the programme and lecturers for each module will be conducted.

THANK YOU
All the BEST for your study