



STUDENT PASS APPLICATION PROCESS

Please find the steps below to the student pass application process –

1. Parent does the school tour; student takes the trial session and then parents confirm enrolment.
2. Once parents verbally confirm the enrolment, PEI shares the list of documents and registration forms required for enrolment with the parent and an invoice of SGD 300 is sent for student pass administration fees.
3. Upon receiving the forms, documents and payment, PEI registers students on Student Pass Portal by PEI (Melbourne International School - MIS).
4. MIS provides student pass registration acknowledgement letters.
5. MIS provides a link to student pass portal to the parent to complete the application process.
6. Once the application is done, ICA notifies the parent on the application process and updates them on the status.
7. If the student pass application status is approved, In Principal Approval is issued.
8. Parents follow instructions to complete the student pass process before receiving the student Pass card.
9. Parents share with MIS that student pass is approved and provide a copy of student pass to PEI.
10. The designated person at MIS will schedule the pre-course counselling process to complete the enrolment process of the student at Melbourne International School.

Please refer to the ICA website for more information:

[ICA | Approved Private Education Institutions](#)