



IMMIGRATION AND CHECKPOINTS AUTHORITY (ICA)

Student's Pass Self Cancellation User Manual

Version 1.0

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1. Introduction

1.1. Overview

Student's Pass Self Cancellation module allows valid Student's Pass holders with Singpass account to submit cancellation and enquire cancellation status of their Student's Pass. Self Cancellation module can be accessed online via SOLAR, SOLAR+ and MyICA website.

1.2. About This Manual

The objective of this document is to provide detailed explanations and step-by-step guidelines on how to use Self Cancellation module.

Valid Student's Pass holders are required to login with Singpass account. After login successfully, Foreign Identity Number (FIN), Issue Date and Expiry Date of Student's Pass are required to proceed with cancellation and enquiry of Student's Pass.

1.3. Convention

This document uses the following conventions.


- [Button Name] to show it is a button
- [Go to Main] redirects to Main Menu page
- [Next] redirects to next page
- [Back] redirects to previous page
- [Save as PDF] to save page as PDF in softcopy for printing

2. Functions

2.1. Welcome Page

Self Cancellation module is accessible at (<https://eservices.ica.gov.sg/solar/index.xhtml>) for Student's Pass registered under IHL or (<https://eservices.ica.gov.sg/esvclandingpage/solarplus>) for Student's Pass registered under SOLAR+. After login to MyICA Singpass, the cancellation of Student's Pass function is also available at dashboard.

A Singapore Government Agency Website



ICA Website


Apply for Student's Pass

This facility allows registered foreign students to apply for a Student's Pass to study in the Institutes of Higher Learning (IHLs) in Singapore and update information on their issued Student's Pass such as Travel Document details.


Information Required

- The Registration Acknowledgement Letter from the school
- Applicant's passport details
- Applicant's birth certificate (if applicable)
- Applicant's personal information, including the list of countries/places previously resided in, educational background, employment history and financial support
- Applicant's residential address, email address and contact details in Singapore
- Applicant's recent passport-sized colour photograph (taken within the last three months)
- VISA or Master Credit/Debit Card, American Express Card or Internet Banking Details.


New applications for a Student's Pass must be submitted at least one month and not more than two months before the commencement of the course. For more information on application of Student's Pass, please see [Frequently Asked Questions \(FAQs\)](#).




Foreign Student



Payment



Update Information
(Travel Document)



Cancellation of
Student's Pass

Important Notes

- If you are aged 13 and above (based on year of birth) and your application is approved, you will need to be vaccinated against COVID-19* and achieve minimum protection before you can complete formalities for the pass issuance, unless you are medically exempted and certified by a Singapore doctor. Please refer to MOH's [website](#) for more details on how to achieve minimum protection.
*Those vaccinated overseas are required to have their overseas vaccination records updated into the National Immunisation Registry (NIR) by a Singapore healthcare provider. Please refer to MOH's [website](#) for more details on how to do so.
- If you are using a pop-up blocker, please add the following as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be complete.
 - 1) www.enets.sg
 - 2) www.enets.com.sg
 - 3) dbsd2pay.dbs.com (for DBS/POSB Account holders)
 - 4) pibenets.uob.com.sg (for UOB Account holders)
 - 5) www.citibank.com.sg (for Citibank Account holders)
 - 6) www.ocbc.com (For OCBC account holders)
 - 7) www.plus.com.sg (For Plus! account holders)
 - 8) ibank.standardchartered.com.sg (For Standard Chartered account holders)
- You are advised to enable cookies in your browser settings for www.ica.gov.sg. Please clear your browser cache and refrain from using multiple browsers/tabs.
- Please see [Technical Help](#) for more information.

If you encounter any problems with this e-Service, please email to ICA_STP1@ica.gov.sg with a screenshot of the error message.


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MyICA Home

Apply for Student's Pass

This facility allows registered foreign students to apply for a Student's Pass to study in Singapore and update information on their issued Student's Pass such as Travel Document details.

This facility also allows Singapore Citizens or Permanent Residents to sponsor a foreigner to study in Singapore.


Information Required

Foreign born applicants aged 12 years 0 day or below, are required to submit their vaccination information to HPB w.e.f. 1 Feb 2019. For details, please visit the [HPB website](#).


Please have the following information ready when submitting the application:

- The Registration Acknowledgement Letter from the school that Applicant plans to attend
- Applicant's personal information, including the list of countries you have previously resided in, your educational background, employment history and financial support
- Applicant's parents', spouse's, and/or siblings' personal information (if applicable)
- Applicant's residential address, email address, and contact details in Singapore
- Applicant's recent passport-sized colour photograph (taken within the last three months)
- VISA or Master Credit/Debit Card, American Express Card or Internet Banking Details.


New applications for a Student's Pass must be submitted at least one month and not more than two months before the commencement of the course. For more information on application of Student's Pass, please see [Frequently Asked Questions \(FAQs\)](#).




Foreign Student




Local Sponsor



Payment



Update Information
(Travel Document)



Cancellation of
Student's Pass

Important Notes

If you are aged 13 and above (based on year of birth) and your application is approved, you will need to be vaccinated against COVID-19* and achieve minimum protection before you can complete formalities for the pass issuance, unless you are medically exempted and certified by a Singapore doctor. Please refer to MOH's [website](#) for more details on how to achieve minimum protection.

*Those vaccinated overseas are required to have their overseas vaccination records updated into the National Immunisation Registry (NIR) by a Singapore healthcare provider. Please refer to MOH's [website](#) for more details on how to do so.

- If you are using a pop-up blocker, please add the following as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be complete.
 - www.enets.sg
 - www.enets.com.sg
 - dbsd2pay.dbs.com (for DBS/POSB Account holders)
 - pibenets.uob.com.sg (for UOB Account holders)
 - www.citibank.com.sg (for Citibank Account holders)
 - www.ocbc.com (For OCBC account holders)
 - www.plus.com.sg (For Plus! account holders)
 - ibank.standardchartered.com.sg (For Standard Chartered account holders)
- You are advised to enable cookies in your browser settings for www.ica.gov.sg. Please clear your browser cache and refrain from using multiple browsers/tabs.
- Please see [Technical Help](#) (PDF, 705KB) for more information.

If you encounter any problems with this e-Service, please email, with a screenshot of the error message, to ICA_STP1@ica.gov.sg for FSS, ITE, GOV and ICA_STP2@ica.gov.sg for PEI, KID.

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Clicking on “Cancellation of Student’s Pass” icon will redirect to Singpass login page.

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singpass T | T | T | T | Q


Beware of phishing calls, SMSes, emails and websites ^

We are aware of scammers impersonating Singpass Helpdesk officers and requesting users for their personal details on phone calls. Singpass Helpdesk officers will never call to ask for your password and 2FA details. If you are in doubt, please call the official Singpass hotline at 63353533 to verify.

 **Log in with Singpass**
Your trusted digital identity

Singpass app Password login

Scan with Singpass app to log in




Don't have Singpass app? [Download now](#)

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Login with Singpass account to redirect to Cancellation of Student's Pass page.

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ICA Website


Cancellation of Student's Pass

Important Notes ▾

- This service may take 5 minutes to complete. You will need :
 - Applicant's Student's Pass information

 [Go to MyICA Home](#)


 [Cancel Student's Pass](#)

 [Enquire Cancellation Status](#)

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This website is optimised for Edge, Firefox, Chrome, Safari.

Select "Cancel Student's Pass" icon to proceed with cancellation of Student's Pass and select "Enquire Cancellation Status" icon to enquire on the status of the cancellation request.

Click [Go to MyICA Home] to redirect to MyICA dashboard.

The screenshot shows the MyICA dashboard interface. At the top, there is a navigation bar with the ICA logo and a search bar. Below the navigation bar, the user is logged in as 'MyICA Home'. The main content area is divided into several sections:

- Notifications:** A section with a bell icon and a refresh button. It contains the text "You have no notifications" and filters for "Self", "Sponsored", and "All".
- Applications:** A section with a refresh button and a pagination control (1, 2, 3, >>). It shows a list of applications with filters for "Self", "Sponsored (23)", and "All (23)". One application is visible: "Student's Pass for [redacted] is receiving attention." with a reference number and a date of "16 Aug 2022".
- e-Services:** A section with a star icon and a refresh button. It contains a list of services under the "Student's Pass" category, including "Cancel Student's Pass" and "Enquire Cancellation Status". Other services listed include "Entry visa", "Extension of Short-Term Visit Pass", "Pre-Marriage LTVP Assessment", "Long-Term Visit Pass", "e-Appointment", and "Verify IC / Immigration Pass / Digital Certificates".
- Documents:** A section with a refresh button and a "View Documents" link. It contains a table with columns "Name", "Updated", and "Valid Till". The table is empty, with the text "You have no digital passes." below it.
- Advisories:** A section with a bell icon and a "See More" link. It contains the text "No Data found".

At the bottom of the dashboard, there is a footer with the text "Immigration & Checkpoints Authority" and "Report Vulnerability Privacy Statement Terms of Use". The footer also includes the copyright information "© 2023, Government of Singapore. Last updated on 12 February 2023." and the text "This website is optimised for Edge, Firefox, Chrome, Safari."

2.2. Cancel Student's Pass

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ICA Website

Cancel Student's Pass

Important Notes ▾

- This service may take 5 minutes to complete. You will need :
 - Applicant's Student's Pass information

Pass Information

Foreign Identification Number Issue Date Expiry Date

Go to Main Clear Next

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Enter Foreign Identification Number (FIN), Issue Date and Expiry Date of Student's Pass. Click [Next] to redirect to Declaration page.

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Cancel Student's Pass

Declaration Cancellation Details Confirmation Summary

Declaration

I declare that all information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that, if I have concealed relevant information or provided false, inaccurate or misleading information, I may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.

I declare that I am entrusted to apply for the Cancellation of Student's Pass on the student's behalf.

I undertake the responsibility to inform the student on the outcome of the Cancellation of Student's Pass and to ensure that the student complies with the condition to return his/her Student's Pass card to ICA as stipulated in the cancellation notice.

I have read and agreed to the declaration

Go to Main Next

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Check on the checkbox to agree on the declaration and click [Next] to enter cancellation details.

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Cancel Student's Pass

Declaration Cancellation Details Confirmation Summary

Important Notes

- Full Name as appears in travel document
- All field(s) are mandatory unless otherwise stated
- Please ensure the travel document is valid for more than six months
- Please note that the Student's Pass must have a remaining validity of at least five days
- All entries must be made in English. For full name field, only certain Basic Latin characters will be accepted
- If you are unable to submit the application for cancellation, please advise the student to proceed immediately to Cancellation Counter, Student's Pass Unit at VSC, ICA Building with the following documents:
 1. A duly completed [cancellation form](#);
 2. Student's valid travel document; and
 3. Student's Pass Card.

Cancellation Details

Foreign Identification Number Full Name (As appears in travel document) Student's Pass Expiry Date

Travel Document Number Travel Document Expiry Date Current Whereabouts
 In Singapore Out of Singapore

Cancellation Reason
Select Here

Back Next

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Enter all mandatory fields and click [Next] for confirmation.

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Cancel Student's Pass

Declaration Cancellation Details **Confirmation** Summary

Important Notes

- Please ensure that the details entered are correct
- To amend, please click on the "Back" button. To proceed, please click on "Submit" button.

Confirmation

Foreign Identification Number	Full Name	Student's Pass Expiry Date
G1042658N	CHEN NING	31 DEC 2020
Travel Document Number	Travel Document Expiry Date	Current Whereabouts
NIL	NIL	OUT OF SINGAPORE

Cancellation Reason
COMPLETED COURSE AND RETURNING TO HOME COUNTRY

I hereby declare that all particulars and information given in this application for the Cancellation of Student's Pass are true and correct.

[Back](#) [Submit](#)

If you encounter any problems with this e-Service, please email, with a screenshot of the error message, to ICA_STP1@ica.gov.sg for FSS, ITE, GOV and ICA_STP2@ica.gov.sg for PEL, KID.

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.

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After confirmation on the details, check on checkbox and click on [Submit] to proceed with the cancellation of Student's Pass.

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Cancel Student's Pass

Declaration Cancellation Details Confirmation **Summary**

Summary

Your application for the Cancellation of Student's Pass for FIN: G1042658N has been submitted to ICA for processing. It generally takes one working day (excluding the date of submission, Saturdays, Sundays and Public Holidays) to process your request. Some applications may take longer to process. For outcome, please select "View Cancellation Status" in main menu.

[Go to Main](#)

If you encounter any problems with this e-Service, please email, with a screenshot of the error message, to ICA_STP1@ica.gov.sg for FSS, ITE, GOV and ICA_STP2@ica.gov.sg for PEL, KID.

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2.3. Enquire Cancellation Status

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Enquire Cancellation Status

Important Notes ▾

- This service may take 5 minutes to complete. You will need :
 - Applicant's Student's Pass information

Pass Information

Foreign Identification Number	Issue Date	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Go to Main](#) [Clear](#) [Next](#)

If you encounter any problems with this e-Service, please email, with a screenshot of the error message, to ICA_STP1@ica.gov.sg for FSS, ITE, GOV and ICA_STP2@ica.gov.sg for PEL, KID.

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Enter Foreign Identification Number (FIN), Issue Date and Expiry Date of Student's Pass. Click [Next] to view cancellation status page.

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View Cancellation Status

Foreign Identification Number	Student's Pass Expiry Date	Cancellation Status
M0001034T	30 Apr 2023	APPROVED

[Back](#) [Print Outcome Letter](#)

If you encounter any problems with this e-Service, please email, with a screenshot of the error message, to ICA_STP1@ica.gov.sg for FSS, ITE, GOV and ICA_STP2@ica.gov.sg for PEL, KID.

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.

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For "Approved" cancellation status, click [Print Outcome Letter] to view the cancellation letter.