

IMMIGRATION AND CHECKPOINTS AUTHORITY (ICA)

Student's Pass Self Cancellation User Manual

Version 1.0

Table of Contents

1.	INT	FRODUCTION	3
	1.1. 1.2.	OverviewABOUT THIS MANUALCONVENTION.	3 4
2.	FU	NCTIONS	6
	2.1.	WELCOME PAGE	6
	2.2.	CANCEL STUDENT'S PASS	
	23	ENOUGH CANCELLATION STATUS	13

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 stepby-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

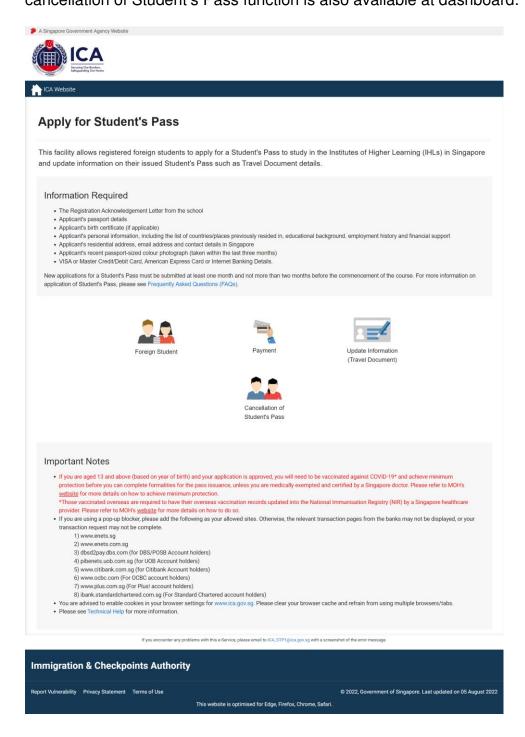
This document uses the following conventions.

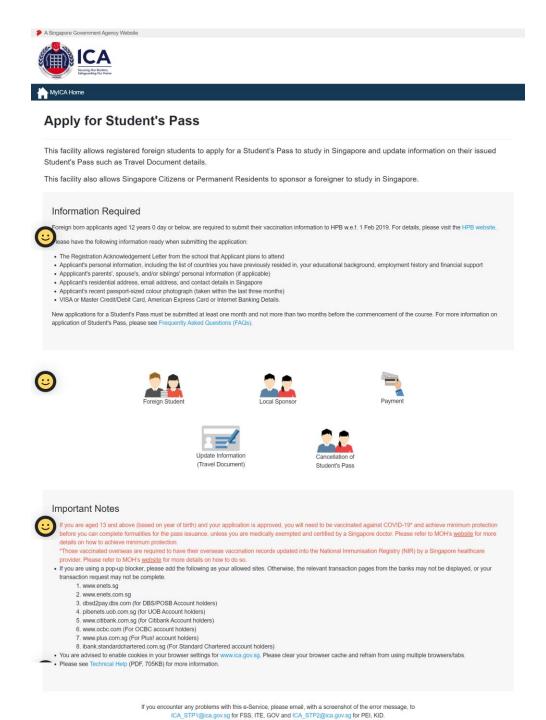
- [Button Name] to show it is a button
- [Go to Main] redirects to Main Menu page
- [Next] redirects to next page
- [Back] redirects to previous page
- [Save as PDF] to save page as PDF in softcopy for printing

2. Functions

2.1. Welcome Page

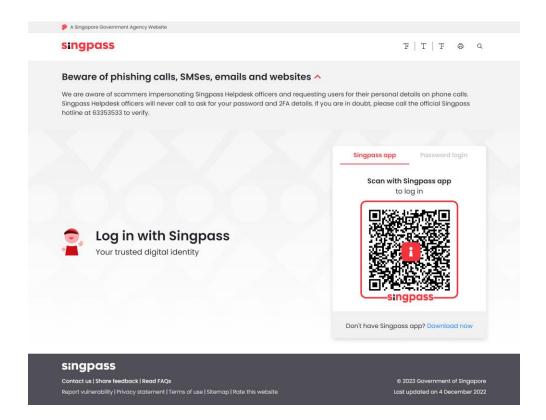
Self Cancellation module is accessible at (https://eservices.ica.gov.sg/solar/index.xhtml) for Student's Pass registered under IHL or (https://eservices.ica.gov.sg/esvclandingpage/solarplus) for Student's Pass registered under SOLAR+. After login to MyICA Singpass, the cancellation of Student's Pass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



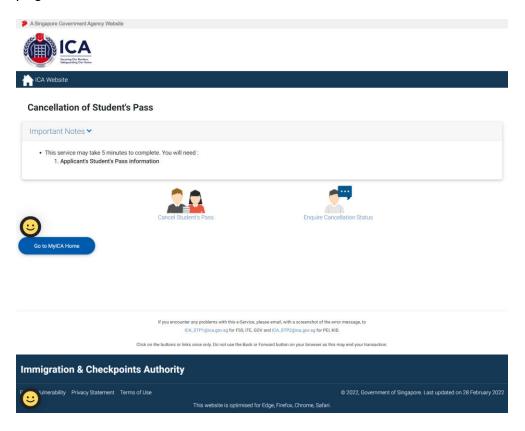


Clicking on "Cancellation of Student's Pass" icon will redirect to Singpass login page.

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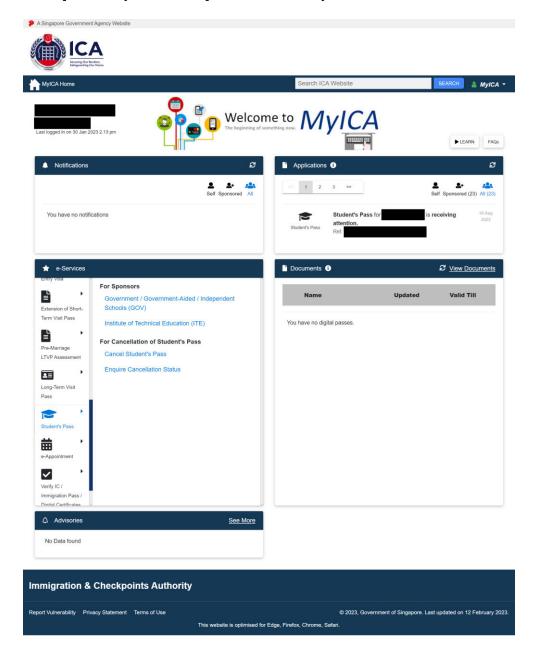


Login with Singpass account to redirect to Cancellation of Student's Pass page.

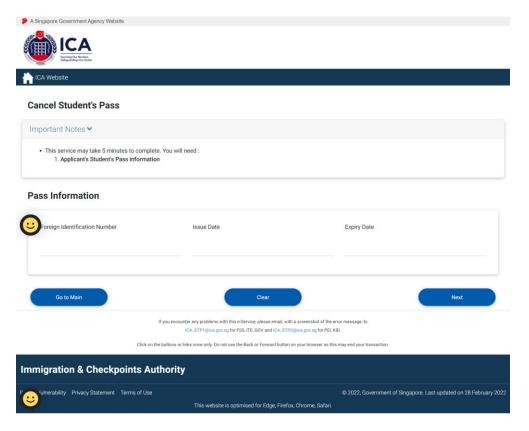


Select "Cancel Student's Pass" icon to proceed with cancellation of Student's Pass and select "Enquire Cancellation Status" icon to enquire on the status of the cancellation request.

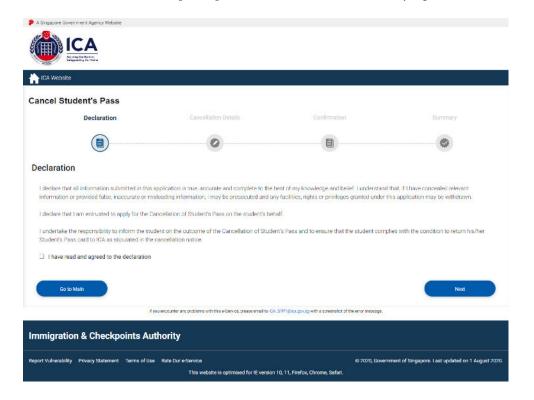
Click [Go to MyICA Home] to redirect to MyICA dashboard.



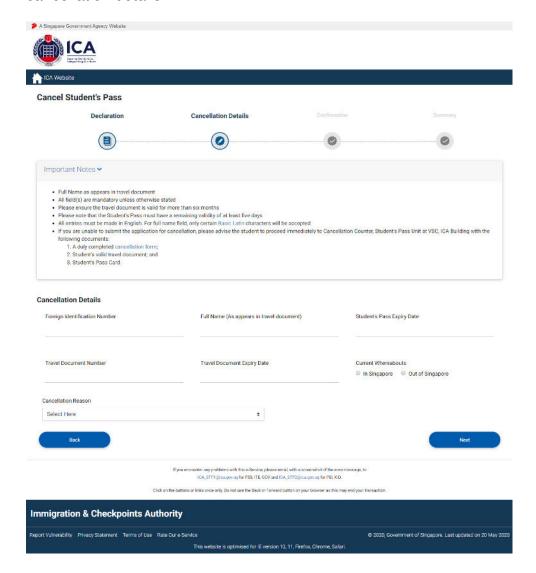
2.2. Cancel Student's Pass



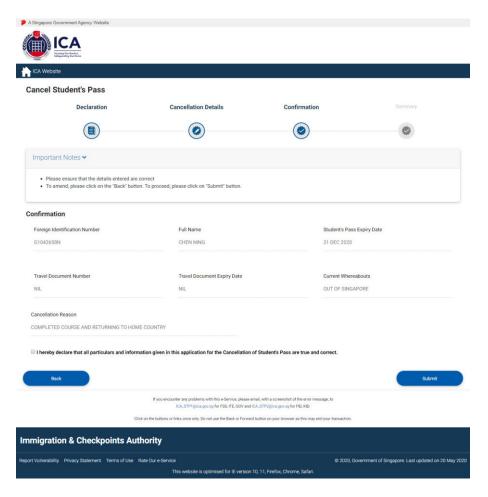
Enter Foreign Identification Number (FIN), Issue Date and Expiry Date of Student's Pass. Click [Next] to redirect to Declaration page.



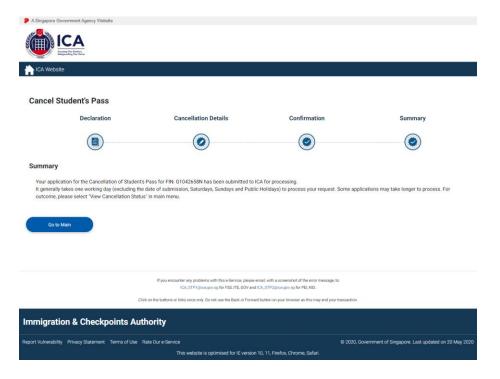
Check on the checkbox to agree on the declaration and click [Next] to enter cancellation details.



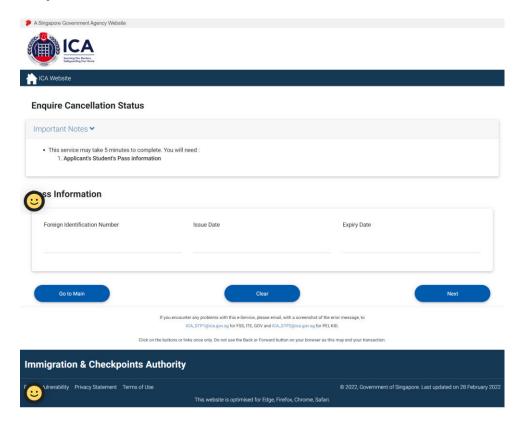
Enter all mandatory fields and click [Next] for confirmation.



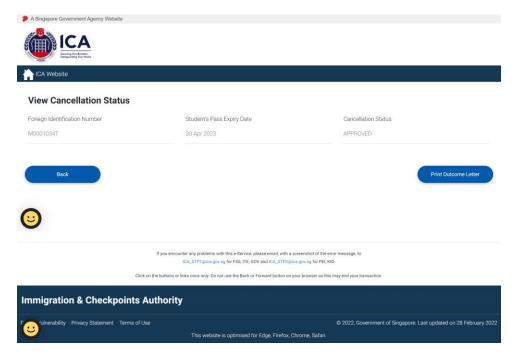
After confirmation on the details, check on checkbox and click on [Submit] to proceed with the cancellation of Student's Pass.



2.3. Enquire Cancellation Status



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



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