

Student Pass Cancellation refers to students who currently hold a Student Pass--registered to ICS--and decides to either:

- Repatriate/permanently leave for another country
- Transfer to another school in Singapore
- Finish his/her course of studies at ICS.

Procedures:

1. Upon receipt of the notice of withdrawal from the Parent(s)/Guardian(s), or information about non-returning students, the Student Records Office will immediately cancel the student pass through the Immigration and Checkpoints Authority (ICA) online facility.
2. Once the ICA has issued the Notification for Cancellation, usually in 2-3 days, the Student Records Office will forward the notification to the Parent(s)/Guardian(s). This document is required for immigration clearance at the point of departure from Singapore.