

To:

Date: \_\_\_\_\_

Controller of Immigration  
Immigration & Checkpoints Authority  
10 Kallang Road  
ICA Building #08-00  
Singapore 208718

Attn: Director  
Visitor Services Centre

Dear Sir/ Madam

**CANCELLATION/SURRENDER OF STUDENT’S PASS/LONG-TERM VISIT PASS**

I would like to cancel/surrender my Student’s Pass / Visit Pass:-

Name : \_\_\_\_\_ FIN No: \_\_\_\_\_

Tel No : \_\_\_\_\_ Email Address: \_\_\_\_\_

2 Reasons for cancellation/surrender of pass: (Please tick (√) the appropriate box)

- Departing on \_\_\_\_\_ by \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Mode of departure-Flight/Ferry No) (Country)
- Granted approval for PR / EMP / DP / WP / LTVP\* (To delete accordingly)
- Others: Please specify \_\_\_\_\_

Yours faithfully

\_\_\_\_\_  
(Signature of Pass Holder)

For Checkpoint’s Use

For VSC’s Use

Pass Card collected by

Pass Card Received by

Rank, Name & Signature of Officer

Name & Signature of Officer:

: \_\_\_\_\_

: \_\_\_\_\_

Date : \_\_\_\_\_