

You are strongly encouraged to submit your Singapore Citizenship application using a desktop.

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User Guide On Applying for Singapore Citizenship Online

Part 1: Logging into the e-Service to apply

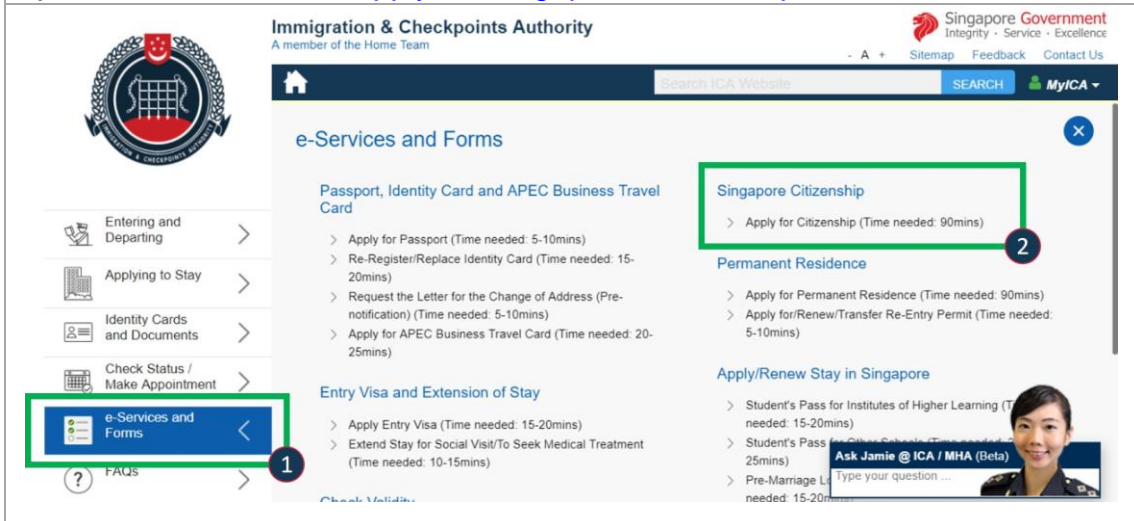
- There are three ways to apply for Singapore Citizenship online.

Option 1: Log into MyICA¹ via Singpass. Under the eServices, select the “Singapore Citizenship”² option then select “Apply for Singapore Citizenship/Enquire Application status”³.

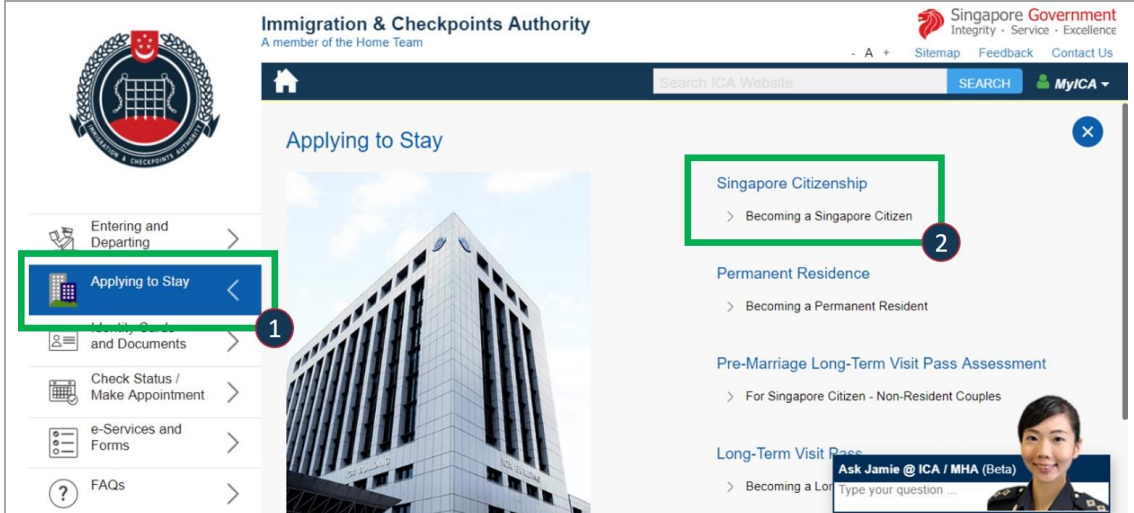
The screenshot displays the MyICA user interface. At the top, the Immigration & Checkpoints Authority logo and name are visible. A search bar and a 'MyICA' dropdown menu are highlighted with a green box and a red circle labeled '1'. Below the header, the user's name and ID (SXXXXXXXX) are shown. The main content area is divided into several sections: 'Notifications' (empty), 'Applications' (showing two submitted citizenship applications), 'e-Services' (with 'Singapore Citizenship' highlighted by a green box and a red circle labeled '2'), and 'Advisories' (showing news items). A red circle labeled '3' points to the 'Apply for Singapore Citizenship / Enquire Application Status (Online applications only)' option in the e-Services menu.

User Guide On Applying for Singapore Citizenship Online

Option 2: Under eServices and Forms¹, select “Singapore Citizenship”² option and then select “Apply for Singapore Citizenship”.



Option 3: Under Applying to Stay¹, select “Singapore Citizenship”² option and then select “Becoming a Singapore Citizen”.



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Part 2: Completing questionnaire

(a) For Singapore Citizen Sponsor

- Please ensure the **Singapore Citizen Sponsor** logs in using his/her SingPass.
- In order for the correct forms to be generated, please answer the set of questions correctly.

Step 1: Please ensure you, the sponsor, select the **correct Marital status**¹ so as to avoid having to discard the forms and resubmit your questionnaire.

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ICA Website

Application for Singapore Citizenship

Important Notes

Complete the questionnaire and your forms will be generated for you.

Please declare your **marital status** accurately and answer **all other questions correctly** to avoid discarding and restarting your application process.

You are strongly encouraged to submit your Singapore Citizenship application using a desktop.

The **mobile number** and **email address** of the **SingPass log in user** will be pre-filled from MyInfo www.myinfo.gov.sg. Please ensure that the MyInfo particulars of the log in person is updated at MyInfo prior to applications.

You are recommended to download and read the user guide before you start.

Please answer the following questions by selecting the options below.

Marital Status

Please Indicate

Ensure your marital status is correct

1

Go to MyICA Home

Proceed

Step 2: Answer the question(s) that appear.

Please select “**Yes**”² if you are applying for your family (spouse, child(ren) or aged parent).

Please select “**No**”² if you are applying on behalf of a minor below the age of 15 whom you are not related to.

Please answer the following questions by selecting the options below.

Marital Status

MARRIED

Ensure your marital status is correct.

Are you applying for your family?

Yes No

2

Are you sponsoring for a minor below the age of 15 years?

Yes No

Go to MyICA Home

Proceed

User Guide On Applying for Singapore Citizenship Online

Step 3: If applying for your family, please select which family members you are applying for. You may apply for your Spouse, Spouse and Child(ren), Child(ren) or Aged Parents depending on your marital status.

If applying for children, please indicate the number of unmarried children below the age of 21 whom you are applying for³.

Marital Status
MARRIED

Ensure your marital status is correct.

Are you applying for your family?
 Yes No

Spouse and Child(ren)

Number of unmarried child(ren) applying:
1

Go to MyICA Home Proceed

Step 4: Please enter the Singapore Identity Card Number (UIN)⁴ of the person you are sponsoring.

If you are sponsoring child(ren) you may enter their Singapore Identity Card Number (UIN) if they are Singapore Permanent Residents or Foreign Identification Number (FIN) if they are long term / dependent pass holders.

If your child is not a PR/ long term/ dependent pass holder, select “**Not Applicable**”⁵ then key in the child’s name in full and the date of birth⁶.
Please ensure the date of birth keyed in is correct as it is not editable in the form.

Application for Singapore Citizenship

Spouse

Singapore Identity Card Number (UIN)

Child(ren)

Child 1

Singapore Identity Card Number (UIN)/
Singapore Foreign Identification Number (FIN)

Not Applicable

Name Date of Birth

Back Next

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(b) For PR Main Applicant

- Please ensure the Main PR applicant logs in using his/her SingPass.
- In order for the correct forms to be generated, please answer the set of questions correctly.

Step 1: Please ensure the main applicant selects the **correct Marital status**¹ so as to avoid having to discard the forms and resubmit your questionnaire.

Please declare your **marital status** accurately and answer **all other questions correctly** to avoid discarding and restarting your application process.

You are strongly encouraged to submit your Singapore Citizenship application using a desktop.

The **mobile number** and **email address** of the **SingPass log in user** will be pre-filled from MyInfo www.myinfo.gov.sg. Please ensure that the MyInfo particulars of the log in person is updated at MyInfo prior to applications.

You are recommended to download and read the user guide before you start.

Please answer the following questions by selecting the options below.

Marital Status

Please Indicate

Ensure your marital status is correct

1

Go to MyICA Home

Proceed

Step 2: Answer the question(s) that appear.

Please select **“Yes”**² if you are applying with your spouse and / or children.

Please select **“No”**² if you are applying alone.

Please answer the following questions by selecting the options below.

Marital Status

MARRIED

Ensure your marital status is correct.

Are you applying together with your family?

Yes No

2

Go to MyICA Home

Proceed

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

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.

This website is optimised for IE version 10.0, 11.0, Firefox 27.0, 28.0 and Safari 6.1, 7.0, Chrome 34.0, 35.0, Opera 19, 20

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User Guide On Applying for Singapore Citizenship Online

Step 3: Answer the question(s) that appear.

Select which family members you are applying for. If married you may apply with your Spouse, Spouse and Child(ren), or Child(ren) If single, widowed or divorced you may only apply with your children.

If applying with children, please indicate the number of unmarried children below the age of 21 whom you are applying for³.

MARRIED

Ensure your marital status is correct.

Are you applying together with your family?

Yes No

Spouse and Child(ren)

Number of unmarried child(ren) applying:

1

Go to MyICA Home

Proceed

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

Step 4: Please enter the Singapore Identity Card Number (UIN)⁴ of the person you are sponsoring.

If you are sponsoring child(ren) you may enter their Singapore Identity Card Number (UIN) if they are Singapore Permanent Residents or Foreign Identification Number (FIN) if they are long term / dependent pass holders.

If your child is not a PR/ long term/ dependent pass holder, select “**Not Applicable**”⁵ then key in the child’s name in full and the date of birth⁶. Please ensure the date of birth keyed in is correct as it is not editable in the form.

Application for Singapore Citizenship

Spouse

Singapore Identity Card Number (UIN)

Child(ren)

Child 1

Singapore Identity Card Number (UIN)/
Singapore Foreign Identification Number (FIN)

Not Applicable

Name

Date of Birth

Back

Next

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User Guide On Applying for Singapore Citizenship Online

Part 3: Applicant Details

(a) For Singapore Citizen Sponsor

- You have **7 days** to fill in all the forms found in this section. You will need to provide information on **yourself as sponsor and for all applicants**.

Select "[Edit](#)"¹ to view and complete each person's details.

If you wish to change the information you provided in your questionnaire or add/remove applicants, select "[Discard All Applications](#)"² to restart.

If you wish to leave this page, select "[Go Back to MyICA Home](#)"². On your next return you will view this listing page.

When you have completed each form, the [[In Progress](#)] status will be updated to [[Form Completed](#)]¹.

Once you have completed all the forms select the "[Review](#)"³ button that appears at the bottom of the page to proceed.

The screenshot displays the ICA website interface for the 'Application for Singapore Citizenship'. At the top, the ICA logo and 'Singapore Government' branding are visible. A progress bar shows five stages: Applicant Details, Review, Upload Documents, Declaration, and Payment Overview. Below the progress bar, an 'Important Notes' section contains instructions, including a 7-day deadline and links for 'Edit', 'Discard All Applications', and 'Go To MyICA Home'. The 'Sponsor' section shows 'SPONSOR NAME S00000000X' with a 'Form Completed' status and an 'Edit' button (circled with a red '1'). The 'Applicant List' section shows 'CHILD NAME S00000000X' with a 'Form Completed' status and an 'Edit' button. At the bottom, there are three buttons: 'Go to MyICA Home' and 'Discard All Applications' (circled with a red '2'), and a 'Review' button (circled with a red '3'). A footer note states: 'If you encounter any problems with this Service, please email ICA_Citizenship_Unit@ica.gov.sg with a screenshot of the error message. 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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(b) For PR Main Applicant

- You have **7 days** to fill in all the forms found in this section. You will need to provide information on **yourself as main applicant and for all applicants** who are applying with you.

Select “**Edit**”¹ to view and complete each person’s details.

If you wish to change the information you provided in your questionnaire or add/ remove applicants, select “**Discard All Applications**”² to restart.

If you wish to leave this page, select “**Go Back to MyICA Home**”². On your next return you will view this page.

When you have completed each form, the [**In Progress**]¹ status will be updated to [**Form Completed**]¹.

Once you have completed all the forms select the “**Review**” button that appears at the bottom of the page to proceed.

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ICA Website

Application for Singapore Citizenship

Applicant Details Review Upload Documents Declaration Payment Overview

Important Notes

You have **7 days** to fill in all the information. Please complete and make payment by **25 Oct 2018 11:59pm SGT**

Select the **Edit** button to view and complete each person's details. Once you have completed all the forms select the **Review** button that appears at the bottom of the page to proceed.

If you wish to change the information you provided in your questionnaire or add/remove applicants, select **Discard All Applications** to restart.

If you wish to leave this page select **Go To MyICA Home**.

You are strongly encouraged to submit your Singapore Citizenship application using a desktop.

View Singapore Citizenship Road Map and Application Explanatory Notes.

Applicant List

SPONSOR NAME S00000000X Applicant	In Progress Edit
SPOUSE NAME S111111111X Spouse	Form Completed Edit

Go to MyICA Home **Discard All Applications**

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Part 4: Completing the Relevant Sections in a Form

- Each form contains the relevant sections that you are required to fill for sponsor and applicants accordingly. Sections that you are not required to fill will not be shown to you.
- Select “Save” at each section when you have completed the section. To exit select “Back to Applicant List”.
- Once you have completed the form, select the “Done” button that appears at the bottom of the page to proceed.
- Please ensure you are using a desktop when completing the sections. A description of each section is provided below:

Section 1: Biodata

In this section, please provide all personal details. If you/applicant have a Singapore Identity Card (UIN) ¹ please provide the information as per your records with ICA. Please also ensure to provide a valid email address and contact number².

Particulars of Sponsor Retrieve MyInfo

Singapore Identity Card Number (UIN)	Singapore Identity Card Issue Date	
Full Name (including Surname / Family name)	Surname / Family Name	Alias
Name as per Singapore identity card/travel document		Leave blank if not applicable
Sex	Date of Birth	Birth Certificate Number
MALE	29/05/1972	E123123123
	DDMMYYYY	
Country/Place of Birth	Citizenship	Number of Other Citizenship(s)
SINGAPORE	SINGAPORE CITIZEN	Nil
Race	Religion	Denomination / Branch / Sect
CHINESE	FREE THINKER	NA
<small>As shown in Singapore Identity Card</small>		<small>Please indicate NA if not applicable</small>
Dialect		
CANTONESE		

Contact Information

Mobile Number	Home Number	Office Number
00000000		
Email Address	Re-Enter Email Address	
ABCD12345@ABCD1234.COM.SG	ABCD12345@ABCD1234.COM.SG	

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Section 2: Family

This section requires you the sponsor/applicant to provide information on your current marital status¹, current spouse (if not applying / Singapore Citizen spouse who is not sponsoring you) and all non-applying children.

When completing for your current spouse (if not applying / Singapore Citizen spouse who is not sponsoring you), please note that the information such as employment, education is for your spouse².

For particulars of all children, please ensure to include all children from your current and previous marriage/ relationships (if applicable)³.

REMINDER: If your spouse is Singapore Citizen, and intending to sponsor you for Singapore Citizenship please ensure your spouse logs in using his/her SingPass to apply for you. The spouse section would not appear in your / your sponsor form.

Marital Status
The marital status indicated on this page is based on the information you have provided in the questionnaire. If this is incorrect, please exit to applicant listing page and select discard application to restart.

Current Marital Status	Marriage Certificate Number	Date of Marriage
MARRIED	XXXXXXXX	10 Oct 2010
Country/Place of Marriage	Applicant's Marital Status at Time of Marriage	Applicant's Number of Other Marriages
SINGAPORE	SINGLE	0
Spouse's Marital Status at Time of Marriage	Spouse's Number of Other Marriages	
SINGLE	0	

Particulars of Spouse

SPOUSE NAME Form Completed [Edit](#)

Employment Record [▼](#)

Academic Qualification [▼](#)

Other Academic, Professional & Technical Qualification [▼](#)

Membership of Professional Societies, Clubs, Associations, Religious Groups and Other Organisations [▼](#)

Absences From Singapore In The Last Six Years [▼](#)

All Past and Current Residential Status and Travel Document(s) Issued [▼](#)

Particulars of All Child(ren) [Add](#)

Complete only for children not applying under your sponsorship

#	Name	Relationship	Actions
No Children Added			

[Back to Applicant List](#) [Save](#) [Next](#)

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Section 3: Other Marriage and Biological Children

Particulars of All other marriages^{1&2} – requires you to provide information on your / your spouse other marriages (divorced/deceased/customary and annulled if applicable) and indicate the children from these marriages. Please ensure you indicate both applying and non-applying children.

Particulars of Other Biological/ Adopted Children^{3&4} – requires you to provide information on children who are not born from a registered marriage (if applicable).

Particulars of Applicant's All Other Marriages (1)

Include divorced/deceased/customary/annulled marriages, if applicable

#	Identity Card Number	Name	Current Status	Actions
No Other/Previous Marriage Records Added				

Particulars of Spouse All Other Marriages (2)

Include divorced/deceased/customary/annulled marriages, if applicable

#	Identity Card Number	Name	Current Status	Actions
No Other/Previous Marriage Records Added				

Particulars of Applicant's Other Biological/Adopted Children (3)

Children not from registered marriage

#	Name	Relationship	Actions
No Other Child Records Added			

Particulars of Spouse's Other Biological/Adopted Children (4)

Children not from registered marriage

#	Name	Relationship	Actions
No Other Child Records Added			

Back to Applicant List Save Next

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Section 4: Employment

Employment Records¹ - Please “add” information on current and previous employment records for the last 10 years. If it is a current employment, please select “I am currently working here”. You may add more than one current employment.

If you are not employed, please add one record and select “Not Employed”.

Details of Achievements and Innovations² – you may provide details of your work achievements in the details of achievement and innovation section.

The screenshot shows the 'Employment' section of the application form. At the top, there is a navigation bar with icons for Biodata, Family, Other Marriage, National Service, Employment (highlighted), Education, Travel, and Antecedent. Below this, the 'Employment Records' section is titled 'Employment Records' and includes a subtitle 'Current and previous records for the past 10 years (in chronological order)'. It features a table with columns for '#', 'Employment', 'Period', and 'Actions'. Below the table, it says 'No Employment'. An 'Add' button is located in the top right corner of this section. Below the 'Employment Records' section is the 'Details of Achievements and Innovations' section, which asks 'Which you have made in your profession/occupation'. It contains a text area with the following text: 'Achievements 1', 'Achievements 2', 'Innovations 1', and 'Innovations 2'. A character limit of '(max. 4000 characters)' is indicated at the bottom of the text area. At the bottom of the form, there are three buttons: 'Back to Applicant List', 'Save', and 'Next'. Red circles with numbers 1 and 2 highlight the 'Add' button and the 'Next' button respectively.

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Section 5: Education

Academic Qualification¹ – requires you to “add” current and previous academic qualifications.

If no formal education or if applicant is not of school going age, please add one record and indicate “not available/not of school going age/no formal education” as appropriate.

Other Academic, Professional & Technical Qualifications² – requires you to “add” other related qualifications here.

Membership of Processional Societies, Clubs, Associations, Religious Groups and Other Organisations³ – requires you to “add” any relevant memberships.

Biodata Family Other Marriage National Service Employment Education Travel Antecedent

Academic Qualifications

In Chronological Order Add

#	Name of School/College/University	Qualification Attained	Actions
1	-	NO FORMAL EDUCATION	Edit Delete

1

Other Academic, Professional & Technical Qualifications

Add

#	Professional Qualification Attained	Duration of Course	Actions
No Other Academic Qualification Added			

2

Membership of Professional Societies, Clubs, Associations, Religious Groups and Other Organisations

Add

#	Name of Society and/or Organisation	Position Held	Actions
No Membership Record Added			

3

Back to Applicant List Save Next

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Section 6: Travel

Absence from Singapore in last Six years¹ – complete this section only if your total absence in the last six years is one year or more. You will need to indicate the country, period of absence, overseas address and purpose of trip.

All Past and Current Residential Status and Travel Documents Issued² – requires you to “add” all travel documents not issued by ICA. Please also include all countries that you are a citizen of even if you currently do not hold a passport/ travel document for that country.

Absences From Singapore In The Last Six Years Add

To be completed only if total period of absence is one year or more

#	Absence Details	Period of Absence	Actions
1	BUSINESS TRIP	10 Oct 2010 to 10 Oct 2012	Edit Delete

All Past and Current Residential Status and Travel Document(s) Issued Add

Please state the Particulars of Past/Current Travel Document(s) not issued by ICA

#	Travel Document Number	Type	Actions
1	E12345678	INTERNATIONAL PASSPORT	Edit Delete

Back to Applicant List Save Next

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Section 7: Antecedent

Offences – if you have ever been convicted or charged with a crime or offence in a Court of Law in any country, select “Yes”¹. Please ensure you “add”² all offence records. This **includes offences that have been rendered spent**.

Singapore Citizenship History – if you have previously held Singapore Citizenship, select “Yes”³ and select the relevant option from the following

- I have renounced my Singapore Citizenship
- I have been deprived of my Singapore Citizenship
- I have had my Singapore Citizenship ceased.

Offences
Include offences rendered spent

Have you been convicted of or charged with a crime or an offence in a Court of Law in any country?

Yes No

Add

#	Offence	Country of Offence	Date of Conviction/Charge	Actions
No Offence Details Added				

Singapore Citizenship History

Have you previously held Singapore Citizenship?

Yes No

Please Specify

I have renounced my Singapore Citizenship

I have been deprived of my Singapore Citizenship

I have had my Singapore Citizenship ceased

Back to Applicant List **Save** **Next**

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Section 8: National Service

Male applicants are required to provide information on their National Service Status.

Applicants who have completed full time NS are required to provide clearly their Rank and Appointment at ORD¹ as well as Performance and Conduct².

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Application for Singapore Citizenship

Applicant Details | Review | Upload Documents | Declaration | Payment Overview

Important Notes

Once you have completed a section, select **Save**. If there is incorrect/incomplete information the tab will become red. Please complete/correct the required information.

Once you have completed the form, select the **Done** button that appears at the bottom of the page to proceed.

To exit this form at any time select **Back to Applicant List**.

The **mobile number** and **email address** of the **SingPass log in user** will be pre-filled from MyInfo www.myinfo.gov.sg. Please ensure that the MyInfo particulars of the log in person is updated at MyInfo prior to applications.

[View Singapore Citizenship Road Map and Application Explanatory Notes.](#)

National Service | Biodata | Family | Other Marriage | Employment | Education | Travel | Antecedent

National Service Liability Status

National Service Status
COMPLETED FULL TIME NS

National Service Details

Organisation	Date of Enlistment	Operationally Ready Date (ORD)
<input checked="" type="radio"/> SAF <input type="radio"/> SPF <input type="radio"/> SCDF	01 Oct 2010	01 Oct 2012

Rank & Appointment Held at ORD	Performance	Conduct
CAPTAIN & CHIEF CLERK	OUTSTANDING	OUTSTANDING

1 **2**

[Back to Applicant List](#) [Save](#) [Next](#)

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Section 9: Parent and Siblings

This section is applicable for singles where the applicant is required to provide all personal details of parents and siblings.

For each parent, select “[edit](#)”¹ to complete the required information.

For siblings select “[add](#)”¹ to include information on each sibling.

The required information on parents and siblings include the following:

- Personal Particulars
- Immigration Status in Singapore
- Current Employment
- Highest Educational Qualification

The screenshot displays the 'Parent & Sibling' section of the online application system. The navigation bar at the top includes tabs for Biodata, Family, Other Marriage, Parent & Sibling (selected), Employment, Education, Travel, and Antecedent. The main content area is titled 'Family Records' and is highlighted with a green border. It contains a 'Parent' subsection with entries for 'Father' and 'Mother', each with a 'No Information' checkbox and a 'Not Started' status, and an 'Edit' button. Below this is a 'Siblings' subsection with an 'Add' button and the text 'No Siblings Added'. A red circle with the number '1' is placed over the 'Edit' button for the Mother entry. At the bottom of the form are three buttons: 'Back to Applicant List', 'Save', and 'Next'.

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Part 5: Review

Each person has a section tab of information to be reviewed. To make changes, please select “Back to Applicant Listing to go back and make changes to the forms.

Please ensure the **mobile number**¹ and **email address**² of all adult applicants/sponsor is correct.

When you have completed reviewing the information in all the section tabs you will be able to proceed to upload documents by selecting “Next”³.

We recommend proceeding to the next step only when all information is in order to avoid discarding and restarting your application process.

S00000000X NAME

Particulars of Sponsor

Singapore Identity Card Number (UIN)	Singapore Identity Card Issue Date	
S00000000X	10 Oct 2017	
Full Name (including Surname / Family name)	Surname / Family Name	Alias
NAME	SURNAME	
<small>Name as per Singapore identity card/travel document</small>		<small>Leave blank if not applicable</small>
Sex	Date of Birth	Birth Certificate Number
FEMALE	02/09/1964	EOIUOIU123123123
	<small>DDMMYYYY</small>	
Country/Place of Birth	Citizenship	Number of Other Citizenship(s)
SINGAPORE	SINGAPORE CITIZEN	Nil
Race	Religion	Denomination / Branch / Sect
RACE	FREE THINKER	NA
<small>As shown in Singapore Identity Card</small>		<small>Please indicate NA, if not applicable</small>
Dialect		
ENGLISH		

Contact Information

Mobile Number	Home Number	Office Number
00000000		
Email Address		
ABC@ABC.COM.SG		

Back Amend Next

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User Guide On Applying for Singapore Citizenship Online

Part 6: Upload Documents Preview Page

Before you proceed to upload documents you will be able to view the list of required documents for each person. Please ensure you are using a desktop in order to view the list.

When preparing your documents, please ensure that each document file size does not exceed 2MB.

In order for ICA to view your documents, please do not password protect/lock the documents.

Select **"Upload Documents¹"** to proceed.

Your Application has been saved.

Upload the following documents and make payment by 30 Oct 2018 11:59pm SGT

Select **"Upload Documents"** when you are ready to proceed.

#	Document	Instructions
1	Colour Photograph for	Please ensure the Photo meets the following requirements: a) 35mm wide by 45mm high without border and taken within the last 3 months;b) Taken full face without headgear, unless you wear a headgear habitually in accordance with religious or racial customs. The headgear must not hide your facial features;c) The facial image must be between 25mm and 35mm from chin to crown, and taken against plain white background with a matt or semi-matt finish.
2	Deed Poll or religious certificate for change of name for	
3	Parent Custody consent for	Custody - Parent's consent
4	Birth Certificate for	Please ensure the name of the child and name of each parent is clearly shown in the image. Please ensure you upload a copy of the actual document or extract. Please upload translation if birth certificate is not in English.
5	Supplementary Document - Consent / Explanation Letters	You may upload Letter of consent from ex-spouse if child is under joint-custody or any other explanation letter here.
6	Supplementary Document - Adoption Papers, IVF report, Surrogacy Report, other documents	You may upload Adoption papers, IVF report and / or Surrogacy report if this is applicable for your child or any other additional documents for ICA's consideration here.

If you do not wish to proceed to upload documents at this juncture, you may exit to MyICA home. You will be returned to this page on your next log in to your Singapore Citizenship application as long as you have not selected "Back to Applicant List". Please note the deadline for submission of all documents and payment indicated at the top of this page.

[Go to MyICA Home](#)

[Back to Applicant List](#)

[Upload Documents](#)

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User Guide On Applying for Singapore Citizenship Online

Part 7: Upload Documents Page

In order for ICA to view your documents, please do not password protect/lock the documents.

Please ensure your supporting documents are in English. If not a translated copy of the document is required. For translations, ICA accepts:

- Translations provided by the embassy of the country that issued the document;
- Translations provided by a notary public in Singapore or the country that issued the document;
- Privately translated documents attested by the embassy of the country that issued the document, or notarised by a notary public in Singapore or the country that issued the document; (ICA does not endorse any private translation companies or entities)

You may make use of the following tools found in this section¹:

- Image Editor to modify the dimensions of your colour photograph
- Image Resizer to reduce image file size to 2MB
- PDF Resizer to reduce PDF file size to 2MB

You can “[choose files](#)”² to upload and view the files as well as “[view your uploads](#)”³. If your file is not uploaded, “[view upload status](#)”

If your Original Document is in English, please select “[Document in English](#)”⁴ so that submission of a translated copy is not required.

The screenshot shows the document upload interface. At the top, a green box labeled '1' contains a list of tools: 'Use Image Resizer to reduce image file size to 2MB', 'Use PDF Resizer to reduce PDF file size to 2MB', and 'Use Image Editor to modify the dimensions of the color photograph'. Below this is the 'NAME' field. The 'Colour Photograph for NAME' section has a green box labeled '2' around the 'Choose File(s)' button. The 'Birth Certificate for NAME' section has a green box labeled '3' around the 'View your uploads' link. At the bottom of the birth certificate section, a green box labeled '4' highlights the 'Document is in English' checkbox.

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User Guide On Applying for Singapore Citizenship Online

Part 8: Declaration

Step 1: This is your final review of information to be submitted. Each person has a section tab of information to be reviewed. To make changes, please select “[Back](#)” to go back and make changes to the forms.

Select “[Next](#)” to view the declaration.

S00000000X		NAME
Particulars of Sponsor		
Singapore Identity Card Number (UIN)	Singapore Identity Card Issue Date	
S00000000X		
Full Name (including Surname / Family name)	Surname / Family Name	Alias
NAME	NAME	
<small>Name as per Singapore identity card/travel document</small>	<small>Leave blank if not applicable</small>	
Sex	Number of Children	Date of Birth
FEMALE	0	15/01/1979
		<small>DDMMYYYY</small>
Birth Certificate Number	Country/Place of Birth	Citizenship
afdafdsfasdf	SINGAPORE	SINGAPORE CITIZEN
Number of Other Citizenship(s)		
Nil		
Race	Religion	Denomination / Branch / Sect
CHINESE	FREE THINKER	NA
<small>As shown in Singapore Identity Card</small>	<small>Please indicate NA if not applicable</small>	
Dialect		
CANTONESE		
Contact Information		
Mobile Number	Home Number	Office Number
11111111		
Email Address		
ABC@ABC.COM.SG		
Back Back to Applicant List		Next

2

1

User Guide On Applying for Singapore Citizenship Online

Step 2: Please read the declaration carefully before selecting “I have read and agreed to the declaration¹”. To move to payment select “Next²”.

I **NAME** holder of Singapore Identity Card number **XXXX** hereby declare that I support and sponsor the Singapore Citizenship application for:

CHILD NAME

I give my consent for your department to obtain and verify information in respect of this application form or with any source as you deem appropriate for the assessment of my application for Singapore Citizenship.

I confirm that the particulars stated in his/her/their application and documents submitted are true and correct to the best of my knowledge and belief and that I have not willfully suppressed any material fact.

I understand that if any information, documents, statements and/or declaration provided by me for his/her/their applications is false, I shall be liable to punishment on conviction.

I acknowledge that my child(ren)'s name will be registered as per their passport name. In the absence of a passport, my child(ren)'s name will be registered as per the application form. I understand that for any discrepancy from the registered name when compared to future official foreign documents I am required to produce a deed poll to ICA for my child(ren) to reflect the name change.

I consent and authorise the Immigration and Checkpoints Authority to obtain information and verify the financial information provided by me in respect of this application form or with the Inland Revenue Authority of Singapore and/or Central Provident Fund Board, and for them to disclose the information for the purpose of assessment of this application for the grant of Singapore Citizenship.

I have read and agreed to the declaration **1**

[Go to MyICA Home](#) [Back](#) [Next](#) **2**

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

Step 3: When sponsoring Spouse / Parent, your spouse / Parent would need to declare via SingPass.

If they are seated with you, proceed to Step 3a.

If they are not, proceed to Step 3b.

I understand that if any information, documents, statements and/or declaration provided by me for his/her/their applications is false, I shall be liable to punishment on conviction.

I consent and authorise the Immigration and Checkpoints Authority to obtain information and verify the financial information provided by me in respect of this application form or with the Inland Revenue Authority of Singapore and/ or Central Provident Fund Board, and for them to disclose the information for the purpose of assessment of this application for the grant of Singapore Citizenship.

I have read and agreed to the declaration

I **NAME XXXX**, holder of Singapore Identity Card number **NRIC** hereby declare that:

I give my consent for your department to obtain and verify information in respect of this application form or with any source as you deem appropriate for the assessment of my application for Singapore Citizenship.

The particulars stated in this application and documents submitted are true and correct to the best of my knowledge and belief and that I have not willfully suppressed any material fact.

I understand that if any information, documents, statements and/or declaration provided by me is false, I shall be liable to punishment on conviction.

I intend to reside permanently in Singapore.

I consent and authorise the Immigration and Checkpoints Authority to obtain information and verify the financial information provided by me in respect of this application form or with the Inland Revenue Authority of Singapore and/or Central Provident Fund Board, and for them to disclose the information for the purpose of assessment of this application for the grant of Singapore Citizenship.

I have read and agreed to the declaration

Before you can proceed to payment, your parent is required to login via his/her Singpass to complete the declaration for his/her form. Click "Declare via Singpass" for your parent to complete this now. If your parent is unable to complete this now, click "Send email" for your parent to receive email instructions on performing declaration.

Please ensure you and your parent complete the declaration section and make payment by **31 Oct 2018 11:59pm SGT** to avoid restarting the application process.

[Declare via Singpass](#) [Send email](#)

[Go to MyICA Home](#) [Back](#) [Next](#)

User Guide On Applying for Singapore Citizenship Online

Step 3a: When you select the “[Declare via Singpass](#)” option, a pop up will appear for your spouse to key in his/her SingPass information and perform 2FA.

Once your spouse has completed this, you may proceed with “[Next](#)”.

I **NAME XXX**, holder of Singapore Identity Card number **NRIC** hereby declare that:

I give my consent for your department to obtain and verify information in respect of this application form or with any source as you deem appropriate for the assessment of my application for Singapore Citizenship.

The particulars stated in this application and documents submitted are true and correct to the best of my knowledge and belief and that I have not willfully suppressed any material fact.

I understand that if any information, documents, statements and/or declaration provided by me is false, I shall be liable to punishment on conviction.

I intend to reside permanently in Singapore.

I consent and authorise the Immigration and Checkpoints Authority to obtain information and verify the financial information provided by me in respect of this application form or with the Inland Revenue Authority of Singapore and/or Central Provident Fund Board, and for them to disclose the information for the purpose of assessment of this application for the grant of Singapore Citizenship.

I have read and agreed to the declaration

Before you can proceed to payment, your parent is required to login via his/her Singpass to complete the declaration for his/her form. Click “[Declare via Singpass](#)” for your parent to complete this now. If your parent is unable to complete this now, click “[Send email](#)” for your parent to receive email instructions on performing declaration.

Please ensure you and your parent complete the declaration section and make payment by **31 Oct 2018 11:59pm SGT** to avoid restarting the application process.

[Declare via Singpass](#)

[Send email](#)

1

User Guide On Applying for Singapore Citizenship Online

Step 3b: If you have selected for your spouse to receive an email, when your spouse clicks the link on the email, he/she will be directed to key in his/her SingPass information and perform 2FA.

He/She will then review the information before selecting **“I have read and agreed to the declaration¹”** before selecting **“Declare²”**.

Once your spouse has completed this step, you will receive an email to proceed to log back in to complete the process.

Particulars of Applicant

Singapore Identity Card Number (UIN)	Singapore Identity Card Issue Date	
	10 Oct 2010	
Full Name (including Surname / Family name)	Surname / Family Name	Alias
NAME XXX	XXX	
Name as per Singapore identity card/travel document		Leave blank if not applicable
Sex	Date of Birth	Birth Certificate Number
MALE	10/10/1950	XXXXXXXXXX
	DDMMYYYY	
Country/Place of Birth	Province/State of Birth	Citizenship
MALAYSIA	MALACCA	MALAYSIAN
Number of Other Citizenship(s)		
Nil		
Race	Religion	Denomination / Branch / Sect
CHINESE	BUDDHIST	NA
As shown in Singapore Identity Card		Please indicate NA if not applicable
Dialect		
CANTONESE		
Foreign Identity Card Number (if applicable)	Foreign Identity Card Issue Date	Country/Place of Issue of Foreign Identity Card
Issued by Foreign Authority		

I **NAME XXX**, holder of Singapore Identity Card number **S2603705J** hereby declare that:

I give my consent for your department to obtain and verify information in respect of this application form or with any source as you deem appropriate for the assessment of my application for Singapore Citizenship.

The particulars stated in this application and documents submitted are true and correct to the best of my knowledge and belief and that I have not willfully suppressed any material fact.

I understand that if any information, documents, statements and/or declaration provided by me is false, I shall be liable to punishment on conviction.

I intend to reside permanently in Singapore.

I consent and authorise the Immigration and Checkpoints Authority to obtain information and verify the financial information provided by me in respect of this application form or with the Inland Revenue Authority of Singapore and/or Central Provident Fund Board, and for them to disclose the information for the purpose of assessment of this application for the grant of Singapore Citizenship.

I have read and agreed to the declaration

1 **2**

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Part 9: Payment

View the consolidated payment summary to ensure all applicants are listed. Select **“Make Payment”**¹ to proceed to payment.

Online fees are payable using:

- Visa or MasterCard credit/debit card or,
- American Express (AMEX) credit card or,
- Internet Direct Debit (DBS/POSB, OCBC, UOB, Standard Chartered Bank and Citibank Internet Banking accounts in Singapore).

If you wish to restart instead of making payment, you may select **“Discard all applications”**. Please note all filled in forms and uploaded documents will be discarded.

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ICA Website

Application for Singapore Citizenship

Applicant Details Review Upload Documents Declaration Payment Overview

Important Notes ▾

Please make payment for all Singapore Citizenship applications by **30 Oct 2018 11:59pm SGT**. Select **Make Payment** to proceed to payment.

Online fees are payable using:

- Visa or MasterCard credit/debit card
- American Express (AMEX) credit card
- Internet Direct Debit (DBS/POSB, OCBC, UOB, Standard Chartered Bank and Citibank Internet Banking accounts in Singapore).

WARNING: Failure to make payment by **30 Oct 2018 11:59pm SGT** will result in all information and documents submitted to be cleared and you will not be able to retrieve them again. You will need to then restart the application process if you do not pay by **30 Oct 2018 11:59pm SGT**.

View [Singapore Citizenship Road Map](#) and [Application Explanatory Notes](#).

Payment Overview

#	Application Details	Amount(S\$)
1	Singapore Citizenship Application for NAME Reference Number: 1234567890	100.00

Total Amount(S\$): 100.00

[Go to MyICA Home](#) [Discard All Applications](#) [Make Payment](#)¹

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

This website is optimised for IE version 10.0, 11.0, Firefox 27.0, 28.0 and Safari 6.1, 7.0, Chrome 34.0, 35.0, Opera 19, 20

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User Guide On Applying for Singapore Citizenship Online

Part 10: MyCart Payment

Step 1: In the MyCart payment summary, you will view all applications pending payment.

Select **“Proceed to Payment”**¹ when you are ready to make payment.

The screenshot shows the Immigration & Checkpoints Authority (ICA) website interface. At the top, there are logos for ICA and Singapore Government, along with navigation links like 'Sitemap', 'Feedback', and 'Contact Us'. Below the header, there is a search bar and a 'MyICA' user icon. The main heading is 'MyCart Payment Summary'. Below this, there is a table with the following data:

<input checked="" type="checkbox"/>	Application Details	Unit Price(\$\$)	Quantity	Amount(\$\$)
<input checked="" type="checkbox"/>	Application For Passport SXXXX725G Reference number: P/20180903A0407SIP	70.00	1	70.00
<input checked="" type="checkbox"/>	Replacement of Identity Card Due to Damage SXXXX867D	60.00	1	60.00
				Total Payable Amount(\$\$) : 130.00

At the bottom of the page, there are two buttons: 'Make Another Application' and 'Proceed To Payment'. The 'Proceed To Payment' button is highlighted with a green rectangular box, and a red circle with the number '1' is placed next to it.

Step 2: If you encounter the error **“Duplicate applications for the same applicant found”**¹, uncheck the duplicate records² and select **“Proceed to Payment”**³.

The screenshot shows the ICA website interface with a red error message at the top: 'Duplicate Identity Card applications for the same applicant found. Please remove one of the duplicate applications before making payment.' Below the error message, there is a table with the following data:

<input checked="" type="checkbox"/>	Application Details	Unit Price(\$\$)	Quantity	Amount(\$\$)
<input checked="" type="checkbox"/>	Optional Identity Card Re-registration SXXXX725G	10.00	1	10.00
<input type="checkbox"/>	Optional Identity Card Re-registration SXXXX725G	10.00	1	10.00
				Total Payable Amount(\$\$) : 20.00

At the bottom of the page, there are two buttons: 'Make Another Application' and 'Proceed To Payment'. The 'Proceed To Payment' button is highlighted with a green rectangular box, and a red circle with the number '3' is placed next to it. Additionally, a green box highlights the unchecked checkbox in the second row of the table, with a red circle containing the number '2' next to it.

User Guide On Applying for Singapore Citizenship Online




Step 3: In the secured site, select your **preferred payment mode**¹ to proceed and follow the payment instructions accordingly.

Select **“Cancel Transaction”**² if you do not wish to proceed.

Attention:
IF YOU ARE USING A POP-UP BLOCKER, please add "https://esc.ica.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

You are now on a secure site.

Total payable : S\$ 60.00
Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description
	For American Express cards
	For Visa/MasterCard Credit and Debit cards
	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus!, Standard Chartered or UOB

Important Notes:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com" (for DBS/POSB Account holders), "www.citibank.com.sg (for Citibank Account holders)", "www.ocbc.com" (for OCBC Account Holders) and "www.plus.com.sg" (for Plus! Account Holders), "uniservices1.uobgroup.com (for UOB Account holders)" and "https://ibank.standardchartered.com.sg" (for SCB Account Holders) to your list of allowed sites in the pop-up blocker settings as well.

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.

This website is optimised for IE version 10.0, 11.0, Firefox 27.0, 28.0 and Safari 6.1, 7.0, Chrome 34.0, 35.0, Opera 19, 20

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User Guide On Applying for Singapore Citizenship Online

Part 11: Acknowledgement Page

Once you have completed payment, an acknowledgement page will be shown.

The acknowledgement page provides you with your application reference number which can also be viewed when you enquire your application status.

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ICA Website Search ICA Website SEARCH MyICA

Acknowledgement

✔ Your transaction for the following application(s) has been **successfully** submitted on 2018-10-11 12:25:20 PM

The Singapore Citizenship application reference number for	NAME
1234567890	

Singapore citizenship applications usually take six to 12 months to process. For children born overseas to Singapore citizens, the general processing time is within two months from receipt of complete documents. Some applications may take longer to process.

You can download a copy of your submitted application form [here](#).

To enquire on your application status, please log into MyICA account for the main applicant/ sponsor to view status updates under Applications panel [Enquire Application Status](#)

Please save this screen for reference and take note of all application reference number(s). You can view the status of your application(s) on MyICA Home.

[Go To MyICA Home](#) [Save To PDF](#)

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User Guide On Applying for Singapore Citizenship Online

Part 12: Enquiring Application Status

- When checking on the status of your application, please log-in to the main applicant's/ sponsor's MyICA page.

Option 1: When in MyICA¹, under the e-Services, select the “[Singapore Citizenship](#)”² option then select “[Apply for Singapore Citizenship/Enquire Application status](#)”³.

Option 2: Under the applications you can click on “[Enquire/ View Status](#)”⁴ of Citizenship Application. Note: In order to view the applications that you have sponsored, change “[Self](#)” to [Sponsored](#)”⁵


The screenshot displays the MyICA user interface. At the top, the Immigration & Checkpoints Authority logo and name are visible, along with the Singapore Government logo and tagline. A search bar and a 'MyICA' dropdown menu are located in the top right corner, with a red circle '1' highlighting the dropdown. Below the header, the user's name and ID (SXXXXXXC) are shown, along with the last login time. The main content area is divided into several sections: 'Notifications' (showing no notifications), 'Applications' (with a filter for 'Self', 'Sponsored', and 'All', where 'Sponsored' is highlighted with a red circle '5'), and 'e-Services' (with 'Singapore Citizenship' highlighted by a red circle '2'). A red circle '3' highlights the link 'Apply for Singapore Citizenship / Enquire Application Status (Online applications only)'. The 'Applications' section shows two submitted citizenship applications, with the second one highlighted by a red circle '4'. The 'Advisories' section is also visible at the bottom right.


User Guide On Applying for Singapore Citizenship Online

Under Application for Singapore Citizenship, you will be able to view a list of applications and the status of these applications.

Application List

#	Reference Number	Name	Application Status
1	CIRISREF30	NAME	PENDING
2	CIRISREF31	NAME	PENDING
3	CIRISREF32	NAME	PENDING

 Upload Additional Document

 Withdraw Application

[Go to MyICA Home](#)

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User Guide On Applying for Singapore Citizenship Online

Part 13: Submitting Additional Documents

- Please log-in to the main applicant's/ sponsor's MyICA page

Step 1: Proceed to Citizenship Application.

Option 1: When in MyICA¹, under the e-Services, select the “[Singapore Citizenship](#)”² option then select “[Apply for Singapore Citizenship/Enquire Application status](#)”³”.

Option 2: Under the applications you can click on “[Enquire/ View Status](#)”⁴ of Citizenship Application. Note: In order to view the applications that you have sponsored, change “[Self](#)” to [Sponsored](#)”⁵”

The screenshot displays the MyICA website interface. At the top, the Immigration & Checkpoints Authority logo and name are visible, along with the Singapore Government logo and tagline. The user's name (SXXXXXXC) and last login time (18 Oct 2018 9 51 pm) are shown. The main navigation bar includes a search bar and a 'MyICA' dropdown menu, which is highlighted with a green box and a red circle containing the number 1. Below the navigation bar, the 'Welcome to MyICA' banner is displayed. The 'Applications' section on the right shows a list of submitted citizenship applications, with the 'Self' filter selected and highlighted by a green box and a red circle containing the number 5. The 'e-Services' section on the left shows the 'Singapore Citizenship' option highlighted with a green box and a red circle containing the number 2. The 'Apply for Singapore Citizenship / Enquire Application Status (Online applications only)' link is highlighted with a green box and a red circle containing the number 3. The 'Applications' list shows two entries, with the second entry highlighted by a green box and a red circle containing the number 4. The 'Advisories' section at the bottom right shows a list of news items.

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Step 2: Select the “Upload Additional Document¹” icon.

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Application for Singapore Citizenship

Important Notes

Singapore citizenship applications usually take 6 to 12 months to process. For children born overseas to Singapore citizens, the general processing time is within two months from receipt of complete documents. Some applications may take longer to process.

To submit additional documents, select Upload Additional Documents

For more information on the next steps view [Singapore Citizenship Road Map Overview](#).

Application List

#	Reference Number	Name	Application Status
1	CIRISREF30	NAME	PENDING
2	CIRISREF31	NAME	PENDING
3	CIRISREF32	NAME	PENDING

Upload Additional Document ¹ **Withdraw Application**

[Go to MyICA Home](#)

Step 3: Select “Upload Document(s)¹” for applicant you are uploading additional documents for.

Please note that if you have more than one applicant to upload documents for you will need to repeat this step for each applicant.

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Enquire for Application of Singapore Citizenship

Application List Selection Upload Additional Document(s)

Application list

#	Reference Number	Name	Application Status	Actions
1	CIRISREF30	NAME	PENDING	Upload Document(s) ¹
2	CIRISREF31	NAME	PENDING	Upload Document(s)
3	CIRISREF32	NAME	PENDING	Upload Document(s)

[Back to Application List](#)

User Guide On Applying for Singapore Citizenship Online

Step 4: Select the category and document type that you wish to upload before selecting “[Add to List](#)”¹.

You may add multiple documents here. If you wish to remove a document to be uploaded, select “[Remove from List](#)”².

Once you have listed all the documents you would like to upload select “[Upload Document](#)”³.

The screenshot displays the ICA website interface for applying for Singapore citizenship. At the top, the ICA logo and 'Singapore Government' branding are visible. The main heading is 'Enquire for Application of Singapore Citizenship'. Below this, there are two sections: 'Application List Selection' and 'Upload Additional Document(s)'. The 'Upload Additional Document for NAME' section contains two dropdown menus for 'Category' (set to 'Employment') and 'Document Type' (set to 'Pharmacists - Occupational License'). A blue 'Add to list' button is highlighted with a green box and a red circle containing the number '1'. Below this is a table titled 'List of Documents to be Uploaded' with columns for 'S/No.', 'Document Name', and 'Actions'. The table contains one row with '1' in the first column, 'Pharmacists - Occupational License' in the second, and a red 'Remove from list' button in the third, which is also highlighted with a green box and a red circle containing the number '2'. At the bottom of the page, there is a 'Back' button on the left and an 'Upload document' button on the right, which is highlighted with a green box and a red circle containing the number '3'. A footer note at the bottom states: 'If you encounter any problems with this e-Service, please email ICA_Citizenship_Unit@ica.gov.sg with a screenshot of the error message.'

User Guide On Applying for Singapore Citizenship Online

Step 5: Upload the documents at the related sections.

In order for ICA to view your documents, please do not password protect/lock the documents.

You may make use of the following tools found in this section¹:

- Image Editor to modify the dimensions of your colour photograph
- Image Resizer to reduce image file size to 2MB
- PDF Resizer to reduce PDF file size to 2MB

You can “[choose files](#)”² to upload and view the files as well as “[view your uploads](#)”³. If your file is not uploaded, “[view upload status](#)”

If your Original Document is in English, please select “[Document in English](#)”⁴ so that submission of a translated copy is not required.

The screenshot shows the ICA website's 'Upload Documents' page. At the top, there is a header for the Immigration & Checkpoints Authority, a member of the Home Team, and the Singapore Government logo. Below the header, the page title is 'Upload Documents'. Underneath, there is an 'Important Notes' section with a dropdown arrow. The notes include: 'Maximum file size is 2MB per file', 'You can use the below resizer tools to reduce the file size or convert file format from PNG to JPG', and 'All documents are mandatory, unless otherwise stated'. A sub-section titled 'All documents have to be in English. ICA accepts:' lists acceptable translation methods. A green box with a red circle '1' highlights a list of tools: 'Use Image Resizer to reduce image file size to 2MB', 'Use PDF Resizer to reduce PDF file size to 2MB', and 'Use Image Editor to modify the dimensions of the color photograph'. Below this, there are two document upload sections. The first is for a 'Colour Photograph for NAME', with instructions on photo requirements and allowed file formats (JPG, JPEG). A green box with a red circle '2' highlights the 'Choose File(s)' button. Below the photo upload area, there is a 'View upload status' link and a 'View your uploads' link, with a green box and red circle '3' highlighting the 'View your uploads' link. The second section is for a 'Birth Certificate for NAME', with instructions on name requirements and allowed file formats (JPG, JPEG, PDF). A green box with a red circle '4' highlights the 'Document is in English' checkbox. Below this, there is a 'View upload status' link and a 'View your uploads' link.

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User Guide On Applying for Singapore Citizenship Online

Part 14: Withdrawing Application

- Please log-in to the main applicant's/ sponsor's MyICA page

Step 1: Proceed to Citizenship Application.

Option 1: When in MyICA¹, under the e-Services, select the “Singapore Citizenship²” option then select “Apply for Singapore Citizenship/Enquire Application status³”.

Option 2: Under the applications you can click on “Enquire/ View Status⁴” of Citizenship Application. Note: In order to view the applications that you have sponsored, change “Self” to Sponsored⁵”

The screenshot displays the MyICA website interface. At the top, the Immigration & Checkpoints Authority logo and name are visible, along with the Singapore Government logo and tagline. The user is logged in as 'SXXXXXXXX' and last logged in on 18 Oct 2018 9:51 pm. The main navigation bar includes a search box and a 'MyICA' dropdown menu, which is highlighted with a green box and a red circle containing the number 1. Below the navigation bar, the 'e-Services' menu is open, showing options like 'Singapore Citizenship', 'Permanent Residence', and 'Re-Entry Permit'. The 'Singapore Citizenship' option is highlighted with a green box and a red circle containing the number 2. A green box and red circle containing the number 3 highlight the text 'Apply for Singapore Citizenship / Enquire Application Status (Online applications only)'. In the 'Applications' section, there are two application entries. The first entry is 'Citizenship Application has been submitted' with reference number 'Ref. ROC-2018-APP-000000135'. The second entry is 'Singapore Citizenship Application has been submitted' with a date of '11 Oct 2018'. Both entries have a 'Click to Enquire/View Status' link. A green box and red circle containing the number 4 highlight the second application entry. A green box and red circle containing the number 5 highlight the 'Self', 'Sponsored', and 'All' filter buttons in the 'Applications' section.

User Guide On Applying for Singapore Citizenship Online

Step 2: Select the “Withdraw Application¹” icon.

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Application for Singapore Citizenship

Important Notes ▾

Singapore citizenship applications usually take 6 to 12 months to process. For children born overseas to Singapore citizens, the general processing time is within two months from receipt of complete documents. Some applications may take longer to process.

To submit additional documents, select Upload Additional Documents

For more information on the next steps view [Singapore Citizenship Road Map Overview](#).

Application List

#	Reference Number	Name	Application Status
1	CIRISREF30	NAME	PENDING
2	CIRISREF31	NAME	PENDING
3	CIRISREF32	NAME	PENDING

[Upload Additional Document](#) [Withdraw Application](#) **1**

[Go to MyICA Home](#)

Step 3: Tick¹ the applicant’s whom you wish to withdraw application for and select “Next”².

Please note that once an application is withdrawn, if you change your mind, a fresh application is required and there will be no reimbursement of any application fees.

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ICA Website

Application for Singapore Citizenship

Withdraw Application Confirmation

Important Notes ▾

Please note that application fees are not refundable.

Withdraw Application

S/No.	Reference Number	Name	Application Status	Withdraw?
1	CIRISREF30	NAME	PENDING	<input type="checkbox"/>
2	CIRISREF31	NAME	PENDING	<input type="checkbox"/>
3	CIRISREF32	NAME	PENDING	<input checked="" type="checkbox"/>

[Back to Application List](#) [Next](#) **2**

User Guide On Applying for Singapore Citizenship Online

Step 4: Review the confirmation page which displays all the applicants you have selected to withdraw. If in order, select “[Withdraw](#)”¹ to confirm your request. Once you select this button the application is withdrawn and there will be no reimbursement of any application fees paid.

For changes select “[Back](#)”.

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Application for Singapore Citizenship

Withdraw Application Confirmation

Important Notes ▾
You do not have any appointment.

Confirmation

S/No.	Reference Number	Name	Application Status
1	CIRISREF32	NAME	PENDING

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