

A new application for Student Pass must be submitted **at least one month** and not more than two months before entering school through the ICA's **Student Pass OnLine Application & Registration+ (SOLAR+) system**. The ICS Students Records Office will assist the student in the registration process.

**Procedures:**

1. Once the student is officially accepted at ICS, the Student Records Office will initiate the online student pass registration through the SOLAR+ website.
2. Upon successful registration, the Student Records Office will receive from ICA an acknowledgement notice with login information for the student. This information will be given to the parent(s)/guardian(s).
3. The Parent(s)/Guardian(s) should then access the **SOLAR+ link** to complete the registration process. Please be ready with the following information:
  - a. The registration acknowledgment notice with login information (provided by ICS)
  - b. Passport details
  - c. NRIC/FIN of parents
  - d. Singapore address and contact details
  - e. Your e-mail address
  - f. A digital copy of your passport photograph with some important specifications:
    - must be in color
    - must be taken within the last three months
    - must be taken against a white background
    - must show the full face (25mm by 35mm from chin to crown of head)
    - must be taken without a headgear
    - must be in JPEG (.jpg) format
    - should not exceed 60KB in file size
    - must be of passport photo size 400 x 514 pixels
    - must be taken with a camera of at least 2 megapixels

*\*Note: Most photo shops in Singapore are able to provide the exact photo specifications needed; mention photo for 'E-FORMS' for this service*
  - g. A credit/debit card or internet banking facility for the initial processing fee of \$30.
4. If the application is successful, the Student Records Office will receive the In-Principal Approval letter (IPA) from the ICA. We will then inform/email the IPA details to parent/guardian(s).
5. The Parent(s)/Guardian(s) should follow the instructions on the IPA and make an **e-appointment** for the completion of the student pass formalities. The student should be present to obtain the student pass. Note that scheduling e-appointments may take some time depending on availability. Please plan accordingly.
6. The Parent/Guardian(s) submits a copy of the student pass to the Student Records Office.