

**SCHOOL OFFICER REGISTRATION/DE-REGISTRATION FORM FOR
STUDENT'S PASS ONLINE APPLICATION & REGISTRATION (SOLAR+)**

Name of Education Institution: _____

SECTION A- DETAILS OF SCHOOL OFFICER(S)#

S/No	Name of School Officer	Singpass/CorpPass Login ID## (NRIC No/FIN)	Mobile No.	Email Address	Action (Please select the appropriate action)
1					Register/De-register
2					Register/De-register
3					Register/De-register
4					Register/De-register

#School Officer refers to the elected school representative who will be authorised to access SOLAR+ to use its various services on behalf of his/her education institution or whose access to SOLAR+ will be removed.

##School Officer must have a SingPass/CorpPass account as a pre-requisite to login to SOLAR+. The co-existence period of SingPass and CorpPass will cease by end 2017 after which it is **MANDATORY** that all schools to login to SOLAR+ via CorpPass

SECTION B- DECLARATION

I submit the above information on behalf of my education institution stated above.

The education institution undertakes to immediately inform ICA when a registered school officer is no longer an employee of the school.

The education institution undertakes to ensure that the school officer does not misuse or abuse the SOLAR+ system.

Official Stamp of School Name, NRIC & Designation/Capacity Signature Date

Note

You can submit the completed form via the following modes:

Email	Post
ICA_STP2@ica.gov.sg	Student's Pass Unit (STP II) Visitor Services Centre ICA Building 10 Kallang Road, Level 4 Singapore 208718