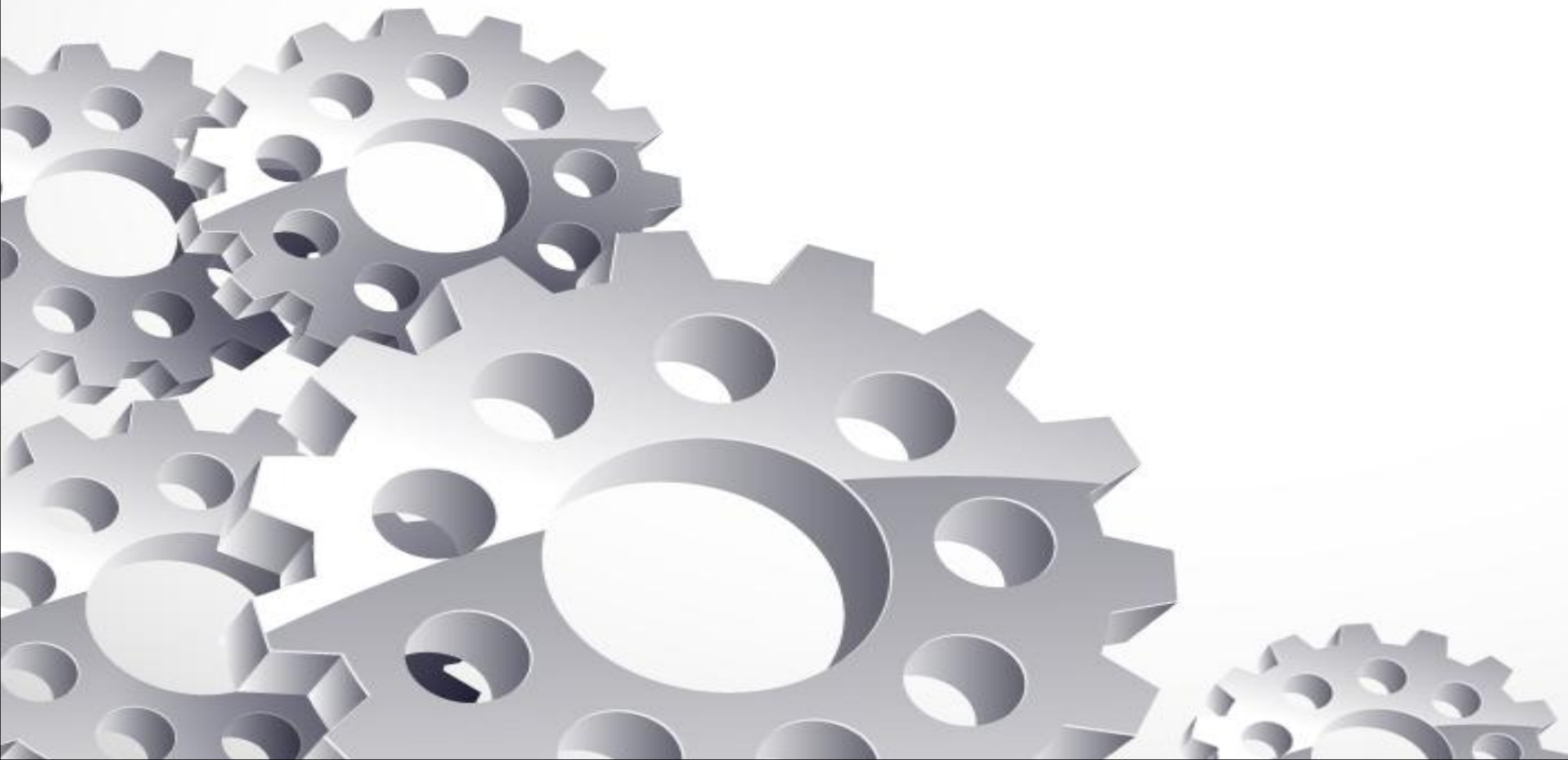


How do I add a photo to the ICA student portal?



To begin, go to your student's portal and log in to your account.



IMMACULATE CONCEPTION ACADEMY
DASMARINAS, CAVITE

Section Offering | **Profile** | Enrollment | Schedule | Grades | Account | Calendar | Password | Student Timekeeping

Welcome [REDACTED] Logout

Applicant ID : [REDACTED] Applicant Name : [REDACTED]

i 1. Kindly type 'NA' in boxes where there are no possible answers to the information being requested.
2. To make use of the letter 'ñ', please press ALT while typing 'ÑE', while for 'ñ', please press ALT while typing 'ÑA'.

[Printer-friendly format](#)

STEP 1 — **STEP 2** — **STEP 3** — **STEP 4** — **STEP 5**

PERSONAL INFORMATION Steps 1-5

Classified as :

Name : Year Level :
Last Name First Name Middle Name

Gender : Male Female

Birth Date : Age :

Birth Place :

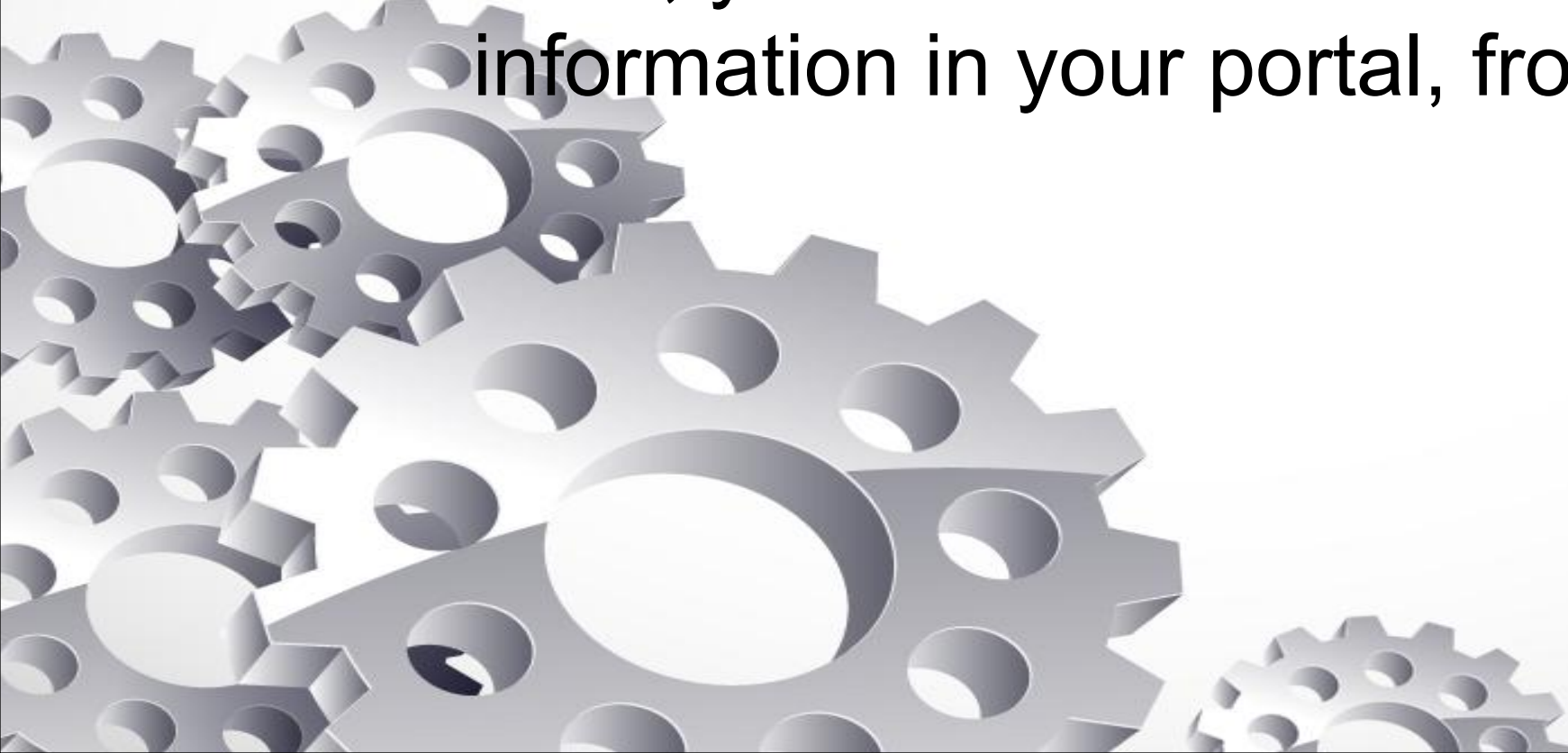
Citizenship : Multiple Citizenship :

Religion : Civil Status :

Telephone Number : Email :

Residence Number :

**NO PHOTO
UPLOADED**



After that, you must fill out all of the required information in your portal, from step 1 to step 5.

When you go to step 5(Letter of Undertaking), you'll notice a button to upload your photo in the lower right corner.

1. Kindly type NA in boxes where there are no possible answers to the information being requested.
2. To make use of the letter 'N', please press ALT while typing 'DS', while for 'R', please press ALT while typing 'AV'.

STEP 1 PERSONAL INFORMATION STEP 2 EDUCATIONAL INFORMATION STEP 3 FAMILY BACKGROUND STEP 4 OTHER INFORMATION **STEP 5 LETTER OF UNDERTAKING**

LETTER OF UNDERTAKING

Step 5-5

Please select your Discount/Scholarship

- SIBLINGS DISCOUNT FORM
- ACADEMIC DISCOUNT FORM
- EMPLOYEE DISCOUNT FORM
- AFFILIATED COMPANY DISCOUNT FORM (PLEASE NOTE: ATTACHED LATEST CERTIFICATE OF EMPLOYMENT)
- ALUMNI DISCOUNT
- CASTRE FORM
- DR PCC DISCOUNT FORM
- SPORTS SCHOLAR DISCOUNT FORM

(Parent's Last Name) (Parent's First Name) (Parent's M.I.) Nationality (Nationality)
of legal age and residing at (City/Address) hereby state that:
1. I am the parent/legal guardian of (Student's Name)
an incoming Grade 12 student of ICA - WEST (Entrance)
2. He/She has completed Cr. / graduated/ transferred from (Last School Attended)
3. He/She has NOT submitted the following requirements at ICA Registrar's Office. Please put a check mark beside the document you have NOT submitted:
 *Original Report Card/Form 138
 *Original PSA/NSO Birth Certificate
 Certificate of Good Moral Character
 ESC Certification from School Principal (POR ESC grantee only)
 Qualified Voucher Receipt/ QVR Certificate (for incoming Grade 11)
 One (1) Copy of 2x2 colored ID picture.

4. I am aware that he/ she has been accepted subject to the condition that he/ she will be able to submit the aforementioned documents within working days.
5. And that if he/ she fails to comply with the submission of said requirements, he/ she shall give Immaculate Conception Academy the right to withhold his/ her enrollment.
6. Further, it is understood that he/ she is enrolling in ICA which is an educational institution where online teaching is part of the school program. It is also understood that online learning program is internet and WIFI based and require the accessibility of electronic gadgets and the accessibility of the student to the reliable internet connection. ICA shall not provide the student's electronic gadgets, and accessibility to the internet shall be to the account of, at the expense of, and the responsibility of the individual students and not by the school. Consequently, I shall hold ICA, its officer and staff free and harmless from any liabilities arising from my child's lack of gadgets and equipment or access to reliable internet connection in relation to the online learning program of the school.
7. In addition, I am fully aware that for this SY: 2021-2022, ICA will be providing different sets of fees for online and for classroom-based instruction for Science High School - preschool, elementary, and JHS regular students. I understand and agree that the DEPED-approved tuition fees will take effect immediately on the quarterly physical classes resumption.
8. Furthermore, I am fully aware that the aforementioned requirements for Immaculate Conception Academy, in view of this, I waive any right of action against ICA and/ or any of its duly constituted officers/ employees in the event that he/ she will not be allowed to graduate/be promoted because of his/ her failure to submit the documents within the given period.

I have read and fully understood the contents of this undertaking, as proof, I shall affix a check mark beside my name this 24 of August 2021

(Name of Parent or Guardian) (Name of Student)

I hereby attest to the completeness and accuracy of all information supplied in this form. I understand that withholding of information or giving false information may nullify my application for admissions or may jeopardize my continued stay after admission has been granted.
The school will use the information that you provide to us and information we collect about you to administer your application and will serve permanent data upon enrollment. In addition, we may use your information to analyze and improve our admissions process, use your contact details, demographic information and other details to contact you with news, marketing or promotional information regarding ICA and studies/benefits to be conducted by ICA via phone calls, mail, email, SMS or any type of electronic facility and for other school processes and functions. We also may use your information to conduct general research. We may use your information and share it internally with other school offices and units.

I agree with the terms of references

Previous Step Upload Photo Submit

Once you click on the Upload Photo button, this window will appear and now you may add the picture of the student.

Upload Photo - Google Chrome

Not secure | aims.ica-dasmarinas.edu.ph/icadasma/process/uploadphot...

Upload Your Photo

**NO PHOTO
UPLOADED**

Guidelines:

- Colored photos with white background
- File must be jpeg or jpg
- Image must be less than 1MB

Select Your Image :


Choose File No file chosen

UPLOAD



Make sure to upload colored photos with
white background

- File must be jpeg or jpg
- Image must be less than 1MB



If your image is saved in other file convert it into
JPG file.
Below is the net converter that can assist you.

PNG to JPG Converter:

<https://png2jpg.com/>

or

<https://cloudconvert.com/png-to-jpg>

GIF to JPG Converter:

<https://ezgif.com/gif-to-jpg/ezgif-2-6ece53721bf5.gif>

If your photo is too large, you will need to minimize it to 1MB according to the system requirements.

Below is the link that will help you minimize the photo.

<https://imresizer.com/compress-image>
or
<https://compressjpeg.com/>

Make sure all the information on the undertaking form is fully filled up before uploading the photo.

Upload Your Photo

Guidelines:

- Colored photos with white background
- File must be jpeg or jpg
- Image must be less than 1MB

Select Your Image :

Choose File No file chosen

UPLOAD

Image Successfully Uploaded!

This message will appear when you have successfully added the photo.

Character
Principal (FOR ESC grantee only)
(VR) Certificate (for incoming Grade 11)
picture

he has been accepted subject to the condition that he /she will be able to submit the aforementioned documents in five (5) working days.

to comply with the submission of said requirements, he/she shall give Immaculate Conception Academy the right to withhold his/her enrollment.

od that he/she is enrolling in ICA which is an educational institution where online teaching is part of the school program . It is also understood that online learning WiFi- based and require the availability of electronic gadgets and equipment and the accessibility of the students to the reliable internet connection. ICA shall not ctronic gadgets, and accessibility to the internet shall be to the account of, at the expense of, and the responsibility of the individual students and not by the school.

d ICA, its officer and staff free and harmless from any liabilities arising from my child's lack of gadgets and equipment or access to reliable internet connection in rning program of the school.

aware that for this S.Y. 2021-2022, ICA will be providing different sets of fees for online and for classroom-based instruction for Science High School , preschool, ular students. I understand and I agree that the DEPED approved tuition fees will take effect immediately on the quarter that physical classes resume.

y aware that the aforementioned are requirements for my child's acceptance to Immaculate Conception Academy . In view of this, I waive any right of action against ily constituted officers/ employees in the event that he/she will not be allowed to graduate/be promoted because of his/her failure to submit the documents within

the contents of this undertaking, as proof, I shall affix a check mark beside my name this

24 day of August year 2021

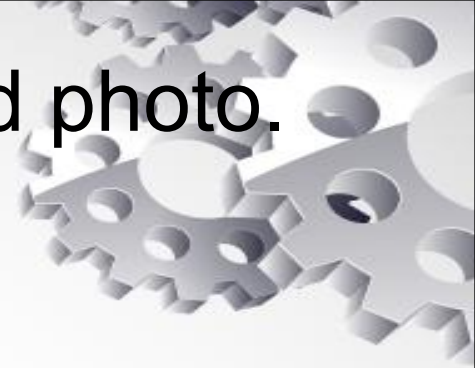
(Name of Student)

I hereby attest to the completeness and accuracy of all information supplied in this form. I understand that withholding of information or giving false information may nullify my application for admissions or may jeopardize my continued stay after admission has been granted.

The school will use the information that you provide to us and information we collect about you to administer your application and will serve permanent data upon enrollment. In addition, we may use your information to analyze and improve our admissions process, use your contact details, demographic information and other details to contact you with news, marketing or promotional information regarding ICA and studies/surveys to be conducted by ICA via phone calls, mail, email, SMS or any type of electronic facility; and for other school processes and functions. We also might use your information to conduct general research. We may use your information and share it internally with other school offices and units.

I agree with the terms of references

Finally, click the Submit button to save the uploaded photo.



ICA and / or any of its duly constituted officers/ employees in the event that he/she will not be allowed to graduate/be promoted because of his/her failure to submit the documents within the given period.

I have read and fully understood the contents of this undertaking, as proof, I shall affix a check mark beside my name this day of year in the City of Dasmariñas Cavite.

(Name of Parent or Guardian) (Name of Student)

I hereby attest to the completeness and accuracy of all information supplied in this form. I understand that withholding of information or giving false information may nullify my application for admissions or may jeopardize my continued stay after admission has been granted.


The school will use the information that you provide to us and information we collect about you to administer your application and will serve permanent data upon enrollment. In addition, we may use your information to analyze and improve our admissions process, use your contact details, demographic information and other details to contact you with news, marketing or promotional information regarding ICA and studies/surveys to be conducted by ICA via phone calls, mail, email, SMS or any type of electronic facility; and for other school processes and functions. We also might use your information to conduct general research. We may use your information and share it internally with other school offices and units.

I agree with the terms of references

[← Previous Step
Other Information](#) [Upload Photo
Student Picture](#) [Submit](#)

The portal will automatically return to your profile and you will see the photo when it is displayed.





 **IMMACULATE CONCEPTION ACADEMY**
DASMARINAS CAVITE

Section Offering | **Profile** | Enrollment | Schedule | Grades | Account | Calendar | Password | Student Timekeeping

Welcome, [REDACTED] Logout


Applicant ID : [REDACTED] Applicant Name : [REDACTED]

 1. Kindly type 'NA' in boxes where there are no possible answers to the information being requested.
2. To make use of the letter 'Ñ', please press ALT while typing "165", while for 'ñ', please press ALT while typing "164";

 Printer-friendly format

STEP 1 — **STEP 2** — **STEP 3** — **STEP 4** — **STEP 5**

PERSONAL INFORMATION EDUCATIONAL INFORMATION FAMILY BACKGROUND OTHER INFORMATION LETTER OF UNDESTAKING

 **PERSONAL INFORMATION** Steps 1-5

Classified as :


Name : [REDACTED] [REDACTED] [REDACTED] Year Level : Grade 12

Last Name First Name Middle Name

Gender : Male Female

Birth Date : [REDACTED] Age :

Birth Place :



And that's it!

Thank you.

