

# Rose Marie Academy

## Admissions Checklist Child Center

### 1. Please fill out and return:

- Student Application Form and Student Health Form
- Class Directory Form
- Authorized Names for Student Pick-Up Form
- Accompanying Adult Form (for APG only)
- Parental Permission to Publish Student's Work
- Parental Approval for Excursions Within Nichada Thani (for C2, C3 and C4 only)
- Fee Schedule Form
- Computer Acceptable Use Policy (for C4 only)

### 2. Please provide:

- Four 4 cm x 5 cm or passport size photographs of the student
- Two 2 ½ cm x 2 ½ cm size photographs of each authorized person and a copy of his/her proper identification, e.g. Thai National Identity Card, driver's license, cover page of passport

#### For Non- Thai Students:

- Copies of cover page and Thai visa page (s) of passports of parents and student
- Copy of student's birth certificate in English (if applicable)
- Preschool records in English (if applicable)

#### For Thai Students:

- Copy of a parents' passport or parents' Household Registration and Thai National Identity Cards
- Copy of student's birth certificate and Household Registration
- Preschool records in English (if applicable)

RMA: chada/Admissions Checklist/ Child Center /May 8, 2015

# Rose Marie Academy

## How to Apply for Admission to Rose Marie Academy (RMA)

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### STEP 1

- To be considered for admission, the following documents must be submitted to the RMA Admissions Office:

Student Application Form, Student Health Form, and other relevant forms delineated on the **Admissions Checklist** available in the RMA Admissions package or can be downloaded in PDF format online at <http://www.rose-marie.ac.th/application>

Psycho-educational evaluation report or evaluation report(s) by other specialist(s) if applicable

#### **For Child Center Program:**

- Preschool records in English if applicable

#### **For Primary and Secondary School Programs:**

- for Grade 1: one year of school records officially translated into English
- for Grade 2-12: at least two years of most recent previous school records, reports or transcripts (if applicable) detailing the student's marks and teachers' comments officially translated into English

### STEP 2

- Contact the RMA Admissions Office to arrange an appointment with the Counselor for intake interview and screening tests plus English as an Additional Language (EAL) screening test if applicable

### STEP 3

- Prepare all relevant documents according to the **Admissions Checklist** to submit to the RMA Admissions Office prior to or on scheduled admissions appointment date

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