



## **Admissions Checklist Primary and Secondary School Programs**

### **1. Please fill out and return:**

- Student Application Form and Student Health Form
- Class Directory Form
- Authorized Names for Student Pick-Up Form
- Parental Permission Form to Publish Student's Work
- Parental Approval Form
- Fee Schedule Form
- Computer Acceptable Use Policy
- Minimum Specs Requirement for a Laptop Computer (for Grades 3-12 only)
- Rules and Regulations Agreement (for Grades 7-12 only)

### **2. Please provide:**

- Two 4 cm x 5 cm or passport size photographs of the student
- One 2 ½ cm x 2 ½ cm size photograph 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

#### **For Thai Students:**

- Copy of a parent's passport or parent's Household Registration and Thai National Identity Card
- Copy of student's birth certificate and Household Registration

### **3. Please provide school records officially translated into English:**

- For Grade 1: one year of school records
- For Grades 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