



ADMISSIONS DOCUMENT CHECKLIST

Submit these documents with the online application – Only completed application forms with all documents listed below can be processed to secure places. Places will not be reserved based on an enquiry or incomplete application.

****No guarantee of a place is made until you receive an offer letter from the Head of School.**

- Complete & Sign both pages of Application Agreement Form
- Copies of Valid passports for child, father & mother (in case of guardian, adoptive or step-parent please contact our office)
- Student's Birth certificate or Adoption Certificate– in English
- School reports for previous 12 months (if applicable) – *In English, kindly send officially translated version if the original is not in English*
- Recommendation Letter completed by Applicant's current teacher/school
- Educational Psychologist report (if applicable) – In English, kindly send translated version if the original is not in English
- Passport photo each of child, mother, father (These will be used on ID cards so please note specifications below)
 - . Subject must be facing forward with head and shoulders visible
 - . Portrait format, no smaller than 3cm x 3.75cm, Resolution should be no less than 750KB
 - . Plain background
- Application fee – THB 4000/- per application payable by credit card / bank transfer / cash
- Letter of Guarantee from Employer – if your employer will pay school fees
- Doctor's letter certifying your child's fitness to attend school.

Options forms for each Year Group are available to download on our Admissions page. (Please read and complete them carefully and correctly to avoid delays in processing)

- | | | |
|--------------------------|---------|--------------------------|
| <input type="checkbox"/> | Nursery | Nursery forms |
| <input type="checkbox"/> | FS1 | Foundation Stage 1 forms |
| <input type="checkbox"/> | FS 2 | Foundation Stage 2 form |
| <input type="checkbox"/> | Y1 – Y2 | Not applicable |
| <input type="checkbox"/> | Y3 | Year 3 form |
| <input type="checkbox"/> | Y4 – Y6 | Year 4 – Year 6 forms |
| <input type="checkbox"/> | Y7 - Y9 | Year 7 – Year 9 forms |
| <input type="checkbox"/> | Y10 | Year 10 forms |
| <input type="checkbox"/> | Y12 | Year 12 form |

Other Documents for Thai & Dual Nationality Applicants – Please submit these as applicable to your child

- ID card for each Thai parent
- House Registration for each Thai parent and applicant
- Thai Birth certificate or registration for overseas birth
- Thai passports for applicant and each parent

The following documents need to be submitted after the student has moved to Thailand or if the student is already a resident in Thailand **Note: If the student and family are resident in Thailand at the time of application please provide the below documents.*

- Copy of valid non-resident visa for parent and child
- Copy of Work permit for parent