



## NON THAI APPLICANTS - ADMISSIONS DOCUMENT CHECKLIST

<https://www.patana.ac.th/OnlineAppEn/Home.asp>

**IMPORTANT NOTE:** Only completed application forms with all documents which are listed below can be processed to secure places. Places will be reserved or confirmed only after our office sends you written advice regarding your child's Admission status.

If any of the below documents are not available or delayed, please contact us at [admissions@patana.ac.th](mailto:admissions@patana.ac.th) for advice.

### Form required from Applicant's current school:

**\*\*Our Confidential Recommendation form** completed by your child's current school + English writing work done by your child at school. This form must be sent directly to [admissions@patana.ac.th](mailto:admissions@patana.ac.th) only and not shared with the parents.

**\*\*No Admissions feedback can be provided until we receive this information even if your child has completed their assessment.**

Upload the below documents in the online application before submitting the form - Provide officially translated English version if the original document/report is not in English

- Application Agreement Form**, available on our website.
- Copies of **Valid passports** for child and each parent  
(in case of guardian, adoptive or step-parent please contact our office to discuss requirements)
- Student's Birth certificate / Legal document proving custody in case of adoption**
- School reports for previous 12 months** (if applicable)
- \*For Year 12 applicants: School reports for previous 2 years are required**
- If your child has ever consulted or received support from an **Educational Psychologist** or **Learning Support** therapist, please provide a report
- Application fee** – THB 4000/- per application payable by credit card / bank transfer / cash
- Letter of Guarantee** from Employer – please find sample letter on our website.
- Individual Photo** 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 against a plain background
  - . Portrait format, no smaller than 3cm x 3.75cm, Resolution should be no less than 250KB
- Doctor's letter**

### Options forms to be completed per Year Group

(Please read and complete carefully to avoid delays in processing)

- |                          |                |  |
|--------------------------|----------------|--|
| <input type="checkbox"/> | <b>Nursery</b> | Part Time/Fulltime option form + Nursery Questionnaire + FS Staggered Entrance Option form |
| <input type="checkbox"/> | <b>FS1</b>     | FS1 Questionnaire + FS Staggered Entrance Option form                                      |
| <input type="checkbox"/> | <b>FS 2</b>    | FS Staggered Entrance Option form  |
|                          | <b>Y1 – Y3</b> | No forms   |
| <input type="checkbox"/> | <b>Y4 – Y6</b> | Primary MFL (Modern Foreign Language) Form   |
| <input type="checkbox"/> | <b>Y7 - Y9</b> | MFL options form + Music Ensemble options form   |
| <input type="checkbox"/> | <b>Y10</b>     | IGCSE (Key Stage 4) Option forms + MFL History form  |
| <input type="checkbox"/> | <b>Y12</b>     | Please upload a list of your preferred Higher & Standard level subjects, 3 each            |