



## NON THAI APPLICANTS - ADMISSIONS DOCUMENT CHECKLIST

**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.

**\*\*Our Recommendation form** completed by your child's current school + English writing work done by your child at school. This should be sent by the teacher or school directly to [admissions@patana.ac.th](mailto:admissions@patana.ac.th).

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

### Documents to be uploaded in the online application before submitting the form.

- 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 options)
- Student's Birth certificate**– Please provide this in English
- \*\*School reports for previous 12 months** (if applicable) – *kindly send **officially translated English version if the original school report is not in English***
- If your child has ever consulted or received support from an **Educational Psychologist** or **Learning Support** therapist, please provide a report – *kindly send **officially translated English version if the original is not in English***
- 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** certifying your child's fitness to attend school.

### **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                                      |
|                          | <b>FS 2</b>    | FS Staggered Entrance Option form  |
|                          | <b>Y1 – Y2</b> | No forms   |
| <input type="checkbox"/> | <b>Y3</b>      | Primary Internet form  |
| <input type="checkbox"/> | <b>Y4 – Y6</b> | Primary Internet form + Primary MFL (Modern Foreign Language) Form                         |
| <input type="checkbox"/> | <b>Y7 - Y9</b> | Internet/Substance Policy forms + MFL options form + Music Ensemble options form           |
| <input type="checkbox"/> | <b>Y10</b>     | Internet/Substance Policy forms + IGCSE (Key Stage 4) Option forms + MFL History form      |
| <input type="checkbox"/> | <b>Y12</b>     | Internet/Substance Policy forms  |