

# APPLICATION PROCESS CHECKLIST

This checklist will assist you in completing the application process. Please complete the following required forms/documents and items for submission to the International School of Kuala Lumpur.

1. Application for Admission Form.
2. Official copies of academic records from each school attended previously during the past three years.
  - Translated to English and certified, as well as any standardized test scores such as ERB, ITBS, ISA, etc. Applicants to Prep Reception, Prep Junior, or Prep Senior must provide all existing preschool reports.
  - For students who have previously received or been recommended for any support services – all previous school report cards in addition to any psychological testing results, Individualized Education Program (IEP), ESL or any other assessments (e.g. Speech and Language, Occupational Therapy). **Please provide complete information about your child's previous educational experience. Reports indicating learning needs and abilities are particularly important. These records will assist the school's assessment of your child's abilities and determine an appropriate educational program for your child.**
3. Authorization to Release School Records Form.
4. Student Health Form (include immunization record).
5. The Society for ISKL Membership Form (For Parents Only – **ONE** per family).
6. A photocopy of the student's passport showing the passport number and date of birth.
7. **TWO** recent passport-size color photographs of the student, with the student's name written on the back.
8. A photocopy of a valid Malaysian Work Permit / Residence Permit or a letter from the parent's employer certifying employment in Malaysia.
9. A non-refundable application fee of RM 800.00 per student. Payment may be in Cash, Cheque or Banker's Draft in Ringgit Malaysia (RM) or US Dollar (USD), or via Telegraphic Transfer payable to **THE INTERNATIONAL SCHOOL OF KUALA LUMPUR**

## **Required Forms for Elementary School \* (Prep. Reception, Prep Junior, Prep Senior, Grade 1 – Grade 5):**

*\* Note: All ISKL students must be fully toilet trained.*

- i. Elementary School Information Form.
- ii. Background Information & Language Experience Questionnaire.
- iii. Parent Pre-Registration Questionnaire (Prep. Reception, Prep. Junior & Prep. Senior **ONLY**).
- iv. Elementary School Student Technology Code of Conduct Form.

## **Required Forms for MALAYSIAN STUDENTS ONLY:**

Malaysian students are required to submit a Letter of Approval from the Ministry of Education and a letter of agreement to attend courses in Bahasa Malaysia / religion / ethics during the school day. For further details pertaining to the application for the Letter of Approval, please contact the Admissions Office.

**Please note: Application will not be reviewed and will remain inactive until all of the above items have been submitted.**

- A. Once the above items have been received the application materials will be reviewed to determine the need for testing and appropriate grade placement.
- B. Parent will be contacted and informed of the need for testing if space is available, or placed on the waiting list.
- C. Once a student has been confirmed for admission, tuition and other fees are to be paid at the Business Office.

## **Additional Forms for Middle School & High School (Grade 6 through Grade 12):**

- i. Student Technology Code of Conduct
- ii. Drug Testing Policy

## **Additional Forms for High School (Grade 9 through Grade 12):**

- i. High School Community Service Program
- ii. High School Open Campus Agreement

## **Additional Information:**

Any student requiring bus transportation should submit a completed School Transport Agreement / Request Form to the Admissions Office.

English-as-a-Second-Language (ESL) classes are available to students with limited or no English. An ESL test is administered when appropriate to determine English proficiency level. All ESL students must demonstrate average to above average grades in their past school records to be considered for admission.

ISKL policy states students must be in full-time residence with at least one parent or a legal guardian.

Forms are available on line at: [http://www.iskl.edu.my/admissions/app\\_process.php](http://www.iskl.edu.my/admissions/app_process.php)