



# THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

2, Lorong Kelab Polo Di Raja, 55000 Kuala Lumpur, Malaysia

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## APPLICATION PROCESS CHECK LIST 2018 - 2019

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. Forms are available on line at: <http://www.iskl.edu.my/enrollment/how-to-apply>

1. Application for Admission Form – Please complete the online application at: <http://www.iskl.edu.my/enrollment/how-to-apply>
2. Official copies of academic records from each school attended during the past three years, translated to English and certified, as well as any standardized test scores such as ERB, ITBS, ISA, NWEA etc. Applicants to Prep Reception, Prep Junior, or Prep Senior must provide all existing preschool reports.
3. For applicants 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 Programs (IEPs), EAL 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.**
4. Authorization To Release School Records Form.
5. Student Health Form (include immunization record). **Pages 1 & 2 must be submitted at time of application; pages 3 & 4 must be signed and stamped by a doctor and submitted before school begins.**
6. The Society for ISKL Membership Form (For Parents Only - **ONE** form per family), including copies of both parents' passports.
7. A photocopy of the applicant's passport showing the passport number and date of birth.
8. **TWO** recent passport-size color photographs of the applicant, with the applicant's name written on the back or a scanned copy.  
**ONE** recent passport-size color photograph of each parent, with the parent's name written on the back or a scanned copy.
9. A photocopy of a valid Malaysian Work Permit/Residence Permit or a letter from the parent's employer certifying employment in Malaysia.  
\* Student must have a valid Student Pass or permit to study.
10. A non-refundable application fee of RM1,210 or \$325 per applicant. Payment may be in Cash, Cheque, Banker's Draft or by credit card in Ringgit Malaysia (RM) or US Dollar (USD), or via Telegraphic Transfer payable to **THE INTERNATIONAL SCHOOL OF KUALA LUMPUR**.

### PAYMENT DETAILS

- I. Checks in Ringgit Malaysia should be made payable to "The International School of Kuala Lumpur"
- II. Telegraphic transfers to ISKL may be made via: **CIMB Berhad, Account No: 8008-352-178, CIMB Bank Berhad, Lot 1 Ground Floor Gleneagles, Kuala Lumpur, 282, Jalan Ampang 50450 Kuala Lumpur, Malaysia. Swift Code: CIBBMYKL**
- III. USD Fees should be made payable by USD checks drawn in US. For telegraphic transfer bank details with **TD Bank, N.A.** please contact our ISKL business office.
- IV. Payment by credit card for online application only.

### REQUIRED FORMS FOR ELEMENTARY SCHOOL \* (Prep Reception, Prep Junior, Prep Senior, Grade 1 - Grade 5)

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

1. ES Confidential Reference Form (for all ES grade levels)
2. Background Information & Language Experience Questionnaire (for all ES grade levels)
3. Parent Pre-Registration Questionnaire (for Prep Reception, Prep Junior & Prep Senior **ONLY**)

### REQUIRED FORMS FOR MIDDLE SCHOOL (Grade 6 through Grade 8)

1. MS Confidential Reference Form

### REQUIRED FORMS FOR HIGH SCHOOL (Grade 9 through Grade 12)

1. HS Confidential Reference Form

### ADDITIONAL INFORMATION

Please note that an application will not be reviewed and will remain inactive until all of the above items have been submitted. Once the above items have been received and reviewed, parents will be informed about next steps, which may include required admission/placement testing.

English-as-an-Additional-Language (EAL) classes may be available to students with limited or no English. An EAL test is administered when appropriate to determine English proficiency level. All EAL 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.