

INTERNATIONAL SCHOOL OF KUALA LUMPUR

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. All forms are to be submitted online. You can find the link to the online application here: <http://www.iskl.edu.my/enrollment/how-to-apply>. You will be asked to upload documents in the application. Documents for each category must be combined into one file in PDF format. Please do not email your documentation as this does not satisfy the terms and conditions of the application process.

1. Application for Admission Online Form – Please find the link to the online application here: <http://www.iskl.edu.my/enrollment/how-to-apply>.
2. Official copies of academic records/transcripts 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 Online Form.
5. Student Health Form (including immunization record). **Part 1 is an online form and must be completed at time of application. Part 2 of the health form need to be printed out to be completed, signed and stamped by a doctor; and must be submitted before school begins.**
6. The Society for ISKL Membership Online Form.
7. A copy of the applicant's passport showing the passport number and date of birth.
8. A copy of each parent's passport.
9. A recent passport (face only) color photograph, with a white background of the applicant and each parent.
10. A copy of a valid Malaysian Work Permit/Residence Permit or a letter from the parent's employer certifying employment in Malaysia.
* Students must have a valid visa associated with the parent's relevant permit.
11. A non-refundable application fee per applicant (please see ISKL fee sheet). Payment may be by credit card or via Telegraphic Transfer.

PAYMENT DETAILS

- I. Telegraphic transfers to ISKL may be made via:
CIMB Berhad, Account No: 8008-352-178; Swift Code: CIBBMYKL
CIMB Bank Berhad
Lot 1 Ground Floor Gleneagles
282, Jalan Ampang 50450 Kuala Lumpur
Malaysia
- II. Payment by credit card

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 Online Form (for all ES grade levels)
2. Background Information & Language Experience Online Questionnaire (for all ES grade levels)
3. Early Childhood Online Questionnaire (for Prep Reception, Prep Junior & Prep Senior **ONLY**)

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

1. MS Confidential Reference Online Form

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

1. HS Confidential Reference Online 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.

