

DOCUMENTATION CHECKLIST FOR INTERNATIONAL SCHOOLS

Applicants are required to submit the following supporting documents (clear and legible in PDF or JPEG) for registration with international schools. The franchisee will assist the student in the whole registration process.

1. 3 passport sized photographs (approximately 3.5 cm x 4.5 cm)
(Please write the student's name on the back of the photographs)
2. Photocopy of each parent's passport
3. Photocopy of student's passport(s)
4. Photocopy of student's birth certificate*
5. Photocopy of student's immunisation records* (Diphtheria and measles immunisation is compulsory by law in Singapore)
6. Photocopy of Singapore pass/visa
7. Photocopy of all relevant Psycho-Educational or Special Education Evaluation Reports*
8. Photocopy of each legal guardian's passport (if applicable)
9. Original deed, will or court order to indicate guardianship (if applicable)*
10. Photocopy of the representative form (if applicable)
11. Photocopy of the caregiver form (if applicable)
12. Photocopy of caregiver's passport (if applicable)
13. Reference requests completed by a teacher from Prep to Year 12
 - (a) Reference Request Form (Lower Elementary)
 - (b) Reference Request Form (Upper Elementary)
 - (c) Reference Request Form (Secondary)

**These documents must be supplied to the Admissions Department in English. Documents which are not in English must be translated. Translations must be carried out by a Notary Public, a Translation Agency or the National Embassy of the student's home country.*

Please refer to appendices for 'Documentation Checklist for International Schools'.