



Documents & Forms International Students (WNA)	
MANDATORY DOCUMENTS	
<u>Softcopy*</u>	
1	Photocopy of 1st and 2nd Pages of Passport
2	Scan of Original Report Card for Last Three Years (only for applicant of Grade 2 until Grade 11)
3 <u>Hardcopy (Provided by Admission's Dpt)</u>	
a	Surat Pernyataan Ybs Tidak Bekerja
b	Surat Pernyataan Jaminan Biaya Sekolah
4	Copy of Both Parents Passport or KITAS (page 1 & 2)
5	Transfer Letter from previous school ((only for applicant of Grade 2 until Grade 11)
6	A Completed Application Form

OPTIONAL DOCUMENTS	
7	Certified Copies of Immunization Certificates (only for applicant of Grade KA until Grade 2)
8	Copy of Driver ID Card
9	Copy of Nanny ID Card
10	Two Color Photos of Student (2 Pieces 4cm x 6cm)
11	1 Photo (3cm x 4cm) of Parents
12	1 Photo (3cm x 4cm) of Driver
13	1 Photo (3cm x 4cm) of Nanny
<u>FOLLOW UP DOCUMENT</u>	
<u>Hardcopy</u>	
14	IGCSE Result (only for applicant of Gr.11, who has been in IGCSE curriculum)

* Scan and send to: (in jpeg format)
 admission.primary@acsjakarta.sch.id (for Primary Students)
 admission.secondary@acsjakarta.sch.id (for Secondary Students)

Note : Failure to submit Mandatory documents and forms will have implications for your child enrollment.