



No	Documents & Forms Indonesian Student (WNI)
	MANDATORY DOCUMENTS
	<u>Softcopy*</u>
1	Scan of Original Birth Certificate
2	Scan of 1st and 2nd Pages of Passport
2	Scan of Original Family Card (Kartu Keluarga)
3	Scan of Original Report Card for last three years (Except. Gr. 1 & 2)
4	Copy of Parents ID Card
5	Transfer Letter from Previous School-8355 format (Except for Gr.1)
6	Scan of Original Legalized STTB and SKHUN (Grade 7 - 9)/Paket A/Paket B
7	A Completed Application Form
	OPTIONAL DOCUMENTS
8	Certified Copies of Immunization Certificates ((only for applicant of Grade KA until Grade 2)
9	Copy of Students passport 1st and 2nd pages
10	Copy of Driver ID Card
11	Copy of Nanny ID Card
12	Two Color Photos of Student (2 Pieces 4cm x 6cm)
13	1 Photo (3cm x 4cm) of Parents
14	1 Photo (3cm x 4cm) of Driver
15	1 Photo (3cm x 4cm) of Nanny
	FOLLOW UP DOCUMENT
	<u>Hardcopy</u>
16	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.

For Office Purpose Only :

Checked by : Date :

Sign :