

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

Enrolment Checklist



- Application Form**
- Photographs** – Student, Parents and Official Guardian (if applicable)
2 recent colour passport –size photographs of the student with his or her name (which includes the student’s first name and surname) neatly written on the back of the photograph.
1 recent colour passport –size photograph of parents (father and mother) and guardian (if applicable) with student’s name neatly written on the back of the photograph.
- Photocopy of student’s Birth Certificate**
An extract of the birth certificate without the parents’ name is not acceptable.
- Photocopy of Passport** – Student, Parents and Official Guardian (if applicable)
This includes the page showing the holder’s name, photo, passport number, date of birth, date of issue and expiry date.
The original passport must be presented at the point of submission of application or prior to the admission interview with the Principal.
- Identity Card (IC)** – Malaysians Citizens only. A copy of the parents’ IC, both sides is required.
- Copy of School Reports / Official Academic Records**
Copies of the past 2 years school reports / official academic records from the last attended school. Certified English translation is required if these reports were originally in a different language.
Students who have history of learning support or special needs must submit a recent (not more than 12 months old) Educational Psychology Report, Speech and Language assessment reports, Occupational Therapy progress reports and Individualized Education Programme (IEP) where applicable.
- Year 9 and 10 Subject Choice Handbook and Elective Form**
- Year 11 Subject Choice Handbook and Form**
- Visa / Student’s Pass**
The visa or student’s pass application is to be organized by parent. A copy of the necessary visa /student pass is to be submitted to the school prior to the student commencing school.
- Application Fee**
A non-refundable Application Fee is required.
Fees may be paid by cash, cheque, bank drafts, direct bank in or via telegraphic transfers (T/T).
Cheques, bank drafts, or T/T in Ringgit Malaysia should be made payable to **AUSTRALIAN INTERNATIONAL SCHOOL SDN BHD**
For T/T in Foreign Currency, kindly include an additional amount in view of the fluctuation in the exchange rate and bank charges.