

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

Enrolment Procedure



Step 1: Application

Submit the completed application form, application fee and all the required documents to the Admissions Department. The application is only complete when the school receives all the required documentation. Incomplete form or documentation will not be processed until all required documents have been submitted to the school. Please refer to Enrolment Checklist for details

Step 2: Availability of Places

Admissions Officer reviews the application received and parents will be advised whether a place is available in the requested year group.

Step 3: Assessment

All applicants except Preparation and Kindergarden students are to be scheduled for an entrance assessment which consists of Literacy and Numeracy tests.

Applicants from Year 3 onwards can undertake the online entrance testing at Australian International School Malaysia or if preferred at their home country under appropriate supervision. For further details, kindly contact the Admissions Department.

Step 4: Admissions Interview

Applicants will be interviewed by the respective Head of School. Either one or both parents or guardians are required to be present during the interview.

Step 5: Admission & Registration

Successful applicants will receive an offer letter from the school.

The acceptance of the offer must be made on or before the specified date as indicated on the offer letter.

Payment of the enrolment fee and all other fees payable are required to confirm the place. The enrolment fee paid is non refundable if cancellation is made by the parent thereafter.

Step 6: Approval from Ministry of Education (MOE) – Malaysian students only

Parents will be notified by Admissions Officer upon receipt of an approval letter from the MOE.

Malaysian students are only allowed to start school upon receipt of the approval letter from the MOE.

Step 7 : Commence school – First Day of School

All new students will report to the Admissions Office at 8:30am and will be provided a school orientation with a senior member of the teaching staff before joining their classes.