

To All Parents and Prospective Students,

The Surabaya Intercultural School (SIS) is an educational institution designed to serve the needs of children who are residents of Indonesia and who will be seeking to enter tertiary institutions outside of Indonesia.

Each application for admission to SIS must be accompanied by full citizenship documentation of the child and parents. This documentation **must** include the KITAS card or DINAS visa (diplomatic or official visa).

The original documents must be shown to and noted by a member of the Administrative Staff.

If the KITAS card or DINAS visa cannot be shown at the time of admission, a letter from the employer or sponsoring agency certifying that an application for the KITAS card has been lodged, must be in our files prior to the student entering the classroom. The KITAS card or DINAS visa must be shown within 60 days of admission.

## TO BEGIN THE PROCESS OF ADMISSION TO SIS, PLEASE SUBMIT THE FOLLOWING:



### FORMS

- 1. Completed "Application for Admission" form.
- 2. Completed "Student Background Information" form.
- 3. Completed "Health and Emergency" form.
- 4. Completed "Confidential School Report" form (To be completed by the student's present school and returned directly to SIS).
- 5. Completed "Parent's Questionnaire" form (for EC1 - K students only).



### SUPPORTING DOCUMENTATION

- 6. Recent school record/transcripts, translated into English if necessary.\*
- 7. Child's Passport.\*
- 8. Father's and Mother's Passport.\*
- 9. Child's KITAS card or DINAS visa (if not yet available, a letter from the company stating that it is being processed).\*
- 10. Father's and Mother's KITAS card or DINAS visa (if not yet available, a letter from the company stating that it is being processed).\*
- 11. Father's and Mother's ID cards/KTP \*(for Indonesian student).
- 12. Family Card/KSK \*(for Indonesian student).
- 13. Child's Birth Certificate \*(for Indonesian student).
- 14. Letter from the company stating that school fees are paid by the company.
- 15. Three colored passport photos.
- 16. Documentation that the application fee of Rp 2,700,000 has been deposited into our account.

*\*Please show original to be scanned*

Submission of this application does not guarantee acceptance into SIS. Incomplete supporting documentation may lead to a delay in the processing of this application. Once all forms and supporting documentation have been submitted, an interview with the prospective Student(s),

Parents and the SIS Admissions Committee will be scheduled. Upon admission, an official invoice will be sent to you with instructions on the procedure for paying school fees directly into our school account.