

## Registration Procedure

Our registration procedure starts with a meeting/interview with the School Principal on campus or online if you are abroad.

You will then proceed to fill out the full e-application through the link below.

### [e-Application Form](#)

Following the meeting and completion of application (1 per child), you can transfer the application fee of USD 150 per child to the school's bank account (one-time non-refundable and non-transferrable fee paid during application process). Please find herewith the documents needed for registration. You can provide us with all documents when you come to school. If you are transferring from abroad, you will need to certify your child/children's grade completion certificate and report card in your country's Ministry of Education and Ministry of Foreign Affairs. As regulations may differ from one country to another, kindly contact the Turkish Embassy in your country as well as your consulate in Istanbul for further details.

DOCUMENTS REQUIRED FOR LEARNER APPLICATION PROCESS (Original documents are required and copies will be made at our office):

- 1- Original child/children's passport(s) or national identity card
- 2- Four passport size photographs of your child/children
- 3- A soft copy of a passport size photograph of your child/children
- 4- Original child/children's vaccination booklet
- 5- Original parents' passport(s) or national identity card
- 6- A soft copy of a passport size photograph of the parents
- 7- Original parents' residence permit (for expatriates)
- 8- Original school progress reports and report cards-last three years (notarized English translation)
- 9- Original certified letter of grade completion from previous school (notarized English translation)
- 10- Medical reports and/or learning support reports (if applicable)

Furthermore, we will cosign the completed application form as well as a financial obligation contract at school. Following that, registration is complete when you receive an acceptance letter from the school principal and tuition fees are paid as per the schedule provided in the financial obligation contract.