



# Admission Process

All applicants must complete the admission process as outlined below.

**Step One** - Submit the required ISE documents to the main ISE office.

**Step Two** - Set a date with the (admissions) secretary for entrance tests and an interview for the applicant

**Step Three** - On the scheduled test date, it is essential to arrive on time. An interview with the parents will follow the entrance test. A decision on acceptance, grade placement and date to start classes will be made.

**Step Four** - When a student is accepted, a place is offered in a specific grade level. Acceptance should be conformed by the family.

**Step Five** - See ISE Business office personnel regarding payment of fees.

**Step Six** - See ISE bookstore for uniform and student supplies.

## When to Apply

ISE accepts students throughout the year for all grade levels.

## Documents

1. Application for admission.
2. Health form including immunization records.
3. One confidential evaluation form from a current/recent school. The forms can be found on our website under admissions forms.
4. Certified copy of academic records, transcripts, and standardized tests for the past two years. If the records are written in another language, an English translation must be provided.
5. Copy of birth certificate.
6. Three recent photos.
7. Passport for the student and parents showing their residency visa.