

Our Mission: The Mont'Kiara International School community is committed to enhancing the creative, social, emotional, and academic talents of the individual child by providing a world-class education within a compassionate environment. As lifelong learners, our students will acquire the skills and attitudes necessary to be caring, independent, productive, and responsible citizens ready to meet the challenges of a rapidly changing world.

Mont'Kiara International School

22, Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur. www.mkis.edu.my
 Tel: +603 2093 8604 Fax: +603 2093 6045 Email: info@mkis.edu.my



Application for Student Admission

Date School Received Application: _____

Student's Personal Data

Family Name: _____ Given Name: _____

Male Female Nationality: _____ Passport No: _____

Date of Birth: _____ Applying for Grade: _____
 (Day / Month / Year)

Date of Application: _____ Intended Start Date: _____
 (Day / Month /Year) (Day / Month /Year)

Primary Language spoken at home: _____

Other Language(s) spoken at home: _____



Address

Home Address during School Year: _____

Home Tel No: _____ Home Fax No: _____

Siblings Applying For Admission:

Applying for Grade:	Family Name	Given Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student's Educational Background

Name of School	City/Country	Language of Instruction	Type of Curriculum	Year/Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- Has this student previously submitted an application or attended M'KIS? Yes / No
 a) If yes, what year? _____
- Has this student ever received any special academic, social or emotional support (i.e. speech, learning, counseling) and/or psycho-educational testing? Yes / No
 a) If yes, please detail the type of support received: _____
 _____ (Please attach relevant reports and test results)
- Has the student ever been enrolled in English as a second language program? Yes / No
 a) If yes, what year(s)? _____
- Has the student ever repeated a grade level or skipped a grade? Yes / No
- Has the student ever been asked to leave a school? Yes / No
 a) If yes, please explain: _____

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Parent / Legal Guardian Information

Note: Mont'Kiara International School requires that new students be residing with their PARENTS or a LEGAL COURT- APPOINTED GUARDIAN. The school reserves the right to refuse admission to students residing with any other persons. Court documentation in English or with a certified English translation is necessary in the case of non- parental guardianship.

Parent / Legal Guardian 1:

Relationship: Father / Stepfather / Mother / Stepmother / Legal Guardian

Family Name: _____ Given Name: _____

Nationality: _____ Passport No: _____

Address (if different than student's):

Home Tel No: _____ Mobile No: _____

Email: _____ Primary language spoken at home: _____

Other Languages spoken at home: _____

Employer / Occupation: _____ Nature of Business: _____

Company address: _____

Office Tel No: _____ Office Fax No: _____

Parent / Legal Guardian 2:

Relationship: Father / Stepfather / Mother / Stepmother / Legal Guardian

Family Name: _____ Given Name: _____

Nationality: _____ Passport No: _____

Address (if different than student's):

Home Tel No: _____ Mobile No: _____

Email: _____ Primary language spoken at home: _____

Other Languages spoken at home: _____

Employer / Occupation: _____ Nature of Business: _____

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Parental Agreement

1. I hereby declare that the information provided in this form is accurate and complete to the best of my knowledge. I understand that failure to provide complete and accurate information could result in M'KIS, at its discretion, declaring this application or any subsequent acceptance null and void.
2. I recognize that full and accurate information on my child/children is important for the admissions staff to properly assess the ability of M'KIS to provide an appropriate educational program. I understand that the withholding of records, especially those indicating that my child has special educational needs or handicapping conditions, could result in either the denial of admission or, in the case of my child already having been enrolled, the reversal of the enrollment decision.
3. I hereby authorize M'KIS to contact any previous schools listed in this form in order to gain more information relevant to the decision to accept this application.
4. I understand that M'KIS reserves the absolute right and discretion to revise the terms and conditions herein from time to time, including any part of the Fee Schedule as it reasonably deems fit. I understand that tuition fees will be increased annually between 8% and 10%.
5. In registering my child at Mont'Kiara International School, I agree to conform to the rules and procedures of the school as established by the Board of Directors and the Administration.
6. I hereby state that I have read and agree to the policies and procedures of Mont'Kiara International School, as stated in the application package. I recognize that the decision of M'KIS regarding the admission of my child is final.

Signature of father/step father/legal guardian: _____ Date: _____

Signature of mother/step mother/legal guardian: _____ Date: _____

Emergency Contact in Kuala Lumpur

Name: _____ Tel No: _____ Mobile No: _____

Name: _____ Tel No: _____ Mobile No: _____

Information Survey

Please help us by letting us know how you first heard about Mont'Kiara International School.

I first heard about Mont'Kiara International School through....

- My company
- My embassy
- Friends / personal contacts
- The School's website
- General information resources on Malaysia
- Other _____

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Application Checklist

Please be aware that in order to be fair and just to all applicants and to expedite the admission process, this application cannot be processed until **all the following items** have been submitted to the school:

- RM 800 non-refundable application fee
- Two passport-sized photographs
- Photocopy of passport page showing name, passport number, date of issue, date of birth, and photograph
- The previous three years' school proficiency records (applicants for grades K to 3 will submit all previous school records). All records must be translated into English. Enrollment will not be considered until these records have been received. If no formal student reports are available, applicants in grades K – 5 may include a Current Teacher Information Form, filled out by the student's current teacher.
- Health Record Form
- Basic Screening of each applicant's written language and mathematical proficiency level. In lieu of basic screening, we may accept a copy of your child's standardized assessment data from the previous school year. The Basic Screening is administered by admissions personnel.
- Early Childhood Education Questionnaire (KP – K only)
- Letter of approval from the Malaysian Ministry of Education (Malaysian students only).

Steps in the Admissions Procedure:

1. Submit student application form, fees, and all above documents to the Admissions Office.
2. Parents will receive standard notification of complete/incomplete file.
3. Student completes an admission screening procedure.
4. File is reviewed. If necessary, additional assessment is scheduled.
5. Completed student file is forwarded to the appropriate school office.
6. File is reviewed by administration and final acceptance decision is made.

There are four possible decisions:

- a) The student is accepted without condition.
 - b) The student is accepted on a conditional basis.
 - c) The student is accepted, but not enrolled. Student is placed in a candidate pool until a space becomes available.
 - d) The student is not accepted.
7. Parents are notified of final placement decision. If accepted, notification of grade placement and start date will be given.
 8. Once accepted, the student will be scheduled for an interview with the appropriate counselor.

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