



# MONT'KIARA INTERNATIONAL SCHOOL

No. 22, Jalan Kiara, Mont'Kiara, 50480 Kuala Lumpur, Malaysia.  
Tel: +603-7800 0099 • E-mail: admissions@mkis.edu.my • Web: www.mkis.edu.my

## APPLICATION CHECKLIST

Should you have any questions regarding the admissions process and/or Mont'Kiara International School in general, please do contact our Admissions Team via [admissions@mkis.edu.my](mailto:admissions@mkis.edu.my).

As an international school, we are most aware that prospective students come from a variety of school systems with differing philosophies. We are aware that it may be not possible for families to submit certain documents due to reasons beyond their control. Enrollment and grade level placement is determined by a variety of factors including date of birth of the prospective student, grade level completed, report cards, recommendation forms, number of credits earned (for High School students), observations, and admissions assessment results.

**Please note that each application is considered on an individual basis and our ultimate aim is to always place students in a grade whereby after a smooth transition they may settle well and then flourish in all respects.**

### STEP 1: Initial Information

- A completed **Application For Admission** (M'KIS Policy states that all students must be in full-time residence with at least one parent or legal guardian)
- Two passport-sized photographs of the prospective student
- Photocopy of the passport ID page of the prospective student
- Photocopy of the passport ID page for each parent
- Photocopy (if available) of the visa (dependent pass, MM2H visa) for the prospective student
- Photocopy (if available) of the visa (employment pass, dependent pass, MM2H visa) for each parent

### STEP 2: Academic Information

- Official copies of all academic records (including end of term/end of semester and end of year report cards)\* from the past three years.
  - Please include, as applicable, all standardized test results such as ISA, MAP, ITBS, ITED, PSAT, SAT.
  - Applicants to the High School (Grades 9-11) must provide an official, signed and stamped transcript of all high school course work and credits earned in a sealed envelope to be given to the school upon arrival.
  - If relevant, please include all IEPs (Individual Education Plans) or similar documents. Assessments including but not limited to Ed Psych, speech & language, and O.T. must be included.

### STEP 3: Health Information

- Health information to be shared by parent/legal guardian using the **Health Record from Parent/Legal Guardian** form
- Physical to be completed by a licensed medical physician using the **Health Record from a Licensed Physician** form
- A copy of all immunization records\*

### STEP 4: Teacher Recommendations

- For students applying to our Elementary School, the **PreK Age 3 - Grade Five Teacher Recommendation Form** should be submitted
- For students applying to our Middle School or High School, the following should be submitted by the current educators
  - **Grade 6 - 12 Counsellor or School Administrator Recommendation Form**
  - **Grade 6 - 12 English Teacher Recommendation Form**
  - **Grade 6 - 12 Math Teacher Recommendation Form**

## STEP 5: Payment

- Please refer to the school fees schedule for the non-refundable application fee for each application.
- If payments are made through bank remittance, see details below.
- Should you have additional question about fees, please contact Ms. Alice Tan (alice@mkis.edu.my), our School Fees Executive.

### \*BANK DETAILS:

Account Name : MONT'KIARA INTERNATIONAL SCHOOL SDN. BHD.  
Account No : 8001755294  
Bank Name : CIMB BANK BERHAD (Solaris Mont'Kiara Branch)  
No. 15 Jalan Solaris, Solaris Mont' Kiara, 50480 Kuala Lumpur, Malaysia  
Swift Code : CIBBMYKL

## STEP 6: Admissions Assessment

- The admissions assessments vary according to the grade level of the applicant and will be scheduled once we are aware of your arrival date in KL.
- Our best advice for the admissions tests is for our prospective students to have a good night's sleep, a healthy breakfast, and to come to school with a positive mindset!

## STEP 7: Decision

- Our standard practice is to revert to families with two business days of our decision with regard to our decision.
- There are four possible decisions:
  - The student is accepted unconditionally
  - The student is accepted on a conditional basis
  - The student is accepted, but placed on a waitlist until a space becomes available
  - The student is not accepted and admission is denied

Please note the following:

*\* If documentation is not in English, an official translation is required.*

**Please note we now use a secure and convenient online application platform for new applications. We no longer process paper applications.**

<https://forms.rediker.com/montkiarainternationalschool>