



MONT'KIARA INTERNATIONAL SCHOOL

No. 22, Jalan Kiara, Mont'Kiara, 50480 Kuala Lumpur, Malaysia.

Tel: +603-2093 8604 • Fax: +603-2093 6045 • E-mail: admissions@mkis.edu.my • Web: www.mkis.edu.my

APPLICATION CHECKLIST

STEP 1: Applicant data and academic information

- Completed Application for Student Admission Form.
- Official copies of all academic records such as report cards from the past three years. If necessary, these records must be translated to English and certified. Enrollment will not be considered until academic records have been received. Please include all standardized test results such as the MAP, ITBS, ITED, etc. if available. 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.
- Photocopy of the passport ID page of the student and each parent showing name, passport number, date of issue, date of birth, and photograph.
- Two passport-sized photographs.

STEP 2: Health information and Recommendations

- Health Record Form-including all immunization records, parent signatures, and physician's signed portion.
- The respective Teacher/Counselor reference forms (KP – Grade 5 for Elementary applicants; Counselor, English and Math teacher for middle and high school applicants in Grades 6 – 12.

STEP 3: Payment and Assessment

- RM1,200 non-refundable application fee to accompany each application. If payments are made through bank remittance, kindly take note of the details below*:
- Schedule a basic screening assessment and, any other additional assessments required.

STEP 4: Decision

- Parent will be notified in relation to acceptance decision.

Additional Information:

- The Director of Admission is available at any stage to answer questions in relation to the following:
- Once all documents have been received, your child will sit for the M'KIS Academic Placement Screen to assess proficiency in Language Arts and Mathematics. This screen is administered by M'KIS personnel in person, in our offices. (Step 3)
- When deemed necessary, the prospective student may be required to sit for a proficiency assessment in English. This is commonly referred to as an EAL (English as an Additional Language) assessment and is intended for student applicants whose linguistic background is judged by the Admissions Department as being in need of further objective validation by M'KIS personnel. (Step 3)
- M'KIS Policy states that all students must be in full-time residence with at least one parent or legal guardian.
- There are four possible decisions:
 1. The student is accepted unconditionally
 2. The student is accepted on a conditional basis
 3. The student is accepted, but placed in a candidate pool until a space becomes available
 4. The student is not accepted and admission is denied

*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