

Application Checklist **Brent International School Manila**

This document explains how to apply to Brent International School Manila in Biñan, Laguna. Pages can be removed from the booklet, or the documents can be printed from our website at www.brent.edu.ph, in the Admissions tab.

All applicants are interviewed in person on Brent’s campus. Entrance tests are given for Kindergarten and above. At least one parent must accompany the applicant on the appointment day. The acceptance decision is generally given verbally at the end of the appointment day. A formal letter from the Admissions Office is sent soon after.

Submit the required documents to Mrs. Elsie Torres (**admissionssecretary@brent.edu.ph**) via email by scanning and attaching them in PDF file format, or mail them via courier, or hand-deliver them to the Admissions Office. Mrs. Torres will confirm receipt of the documents and then assist with scheduling a day for the appointments.

- Application for Admission.** Accurate, complete answers are expected.
- Health Form.** To be completed by the family.
- Confidential Evaluation Forms.** The current / recent school uses Brent’s forms.
 - One from a main subject teacher (for Pre-Kindergarten and above)
 - One from a Principal or Guidance Counselor (for Grades 2 and above)
- Academic Records.** At least two years of final report cards are needed, including any report card received so far in the current school year. Official English translation is required.
- Birth certificate.** A photocopy is acceptable.
- Immunization record.** A photocopy is acceptable. No particular immunizations are required.
- Photos.** Four recent passport size photographs.
- Guarantee Payment Letter.** If the school fees are to be paid by an employer, the company provides a letter to that effect on their letterhead. A sample template is on Brent’s website.
- MAP Scores.** Optional if the Measures of Academic Progress test was given at the applicant’s school.
- Foreign applicants** provide a photocopy of the following passport pages (applicant and one parent):
 - a. Bio page (photo, date of birth, passport number, date of issue and expiration)
 - b. Visa showing length of stay in the Philippines (can be submitted after acceptance, when available)

Please note that any and all documents submitted as part of the admissions process to Brent International School Manila automatically becomes property of the school. Brent’s Admissions Office has the sole discretion whether to copy, provide, or return the documents to any party who might request. Thank you for supporting this practice.

Appointments are scheduled by Mrs. Elsie Torres after the required application documents are received and reviewed.

Date/Time of test (Kindergarten and above): _____ Mon Tue Wed Th Fri

1. **Director for Admissions** interviews the applicant; a parent joins at the end. Time: _____
2. **Guidance Counselor** interviews the applicant; a parent joins at the end. Time: _____
3. **Principal** interviews the applicant; a parent joins at the end. Time: _____

A non-refundable US\$200.00 Application Fee is paid for each applicant on the scheduled test and interview date. Payment can be made at the Brent Cashier in the form of cash (US dollars or pesos), credit card, or check. Checks are made payable to “Brent International School Manila.”

The Admissions Office looks forward to welcoming your family on the appointment day! 😊