

Application Checklist **Brent International School Manila**

This Application Checklist explains how to apply to Brent International School Manila. The application documents can be removed from the booklet, or printed from our website at www.brent.edu.ph, in the Admissions tab.

Entrance tests are given for applicants to Kindergarten and above. Applicants to all grades are interviewed. Tests and interviews are done on Brent's campus. At least one parent must accompany the applicant to the appointments. The acceptance decision is usually given on the day of the appointments.

Documents are given to Mrs. Jem Santos (admissionssecretary@brent.edu.ph) via email by scanning and attaching them in PDF file format, or by mailing them via courier, or hand-delivering them to the Admissions Office. Mrs. Santos will confirm receipt of the documents and then assist with scheduling a day for the appointments.

The following documents can be given to Mrs. Santos one at a time as they are ready, or all at once:

- **Application for Admission.** Accurate, complete answers are expected.
- **Health Form.** Completed by a parent.
- **Parent Questionnaire.** For Nursery, Pre-Kindergarten, and Kindergarten applicants only.
- **Confidential Evaluation Forms.** The current, or most recent, school completes Brent's forms.
 - a. One from a math, English, science, or social studies teacher (for Pre-Kindergarten and above)
 - b. One from a Principal or Guidance Counselor (for Grades 4 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. An 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 photographs.
- **Guarantee Payment Letter.** To reserve slots before moving, submit on company letterhead the details of school finances they will sponsor and be billed for. A sample template is available on our website.
- **MAP Scores.** Optional. Only if MAP standardized tests were given at the current / recent school.
- **Foreign applicants.** Provide a photocopy of the following passport pages (applicant and both parents):
 - 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)
- **Local applicants.** Both parents provide a photocopy of a valid government issued photo ID. Examples include a passport bio page, driver's license, PRC ID, digitized SSS ID, and Unified Multi-Purpose ID. If the applicant is Filipino and a dual citizen, provide the bio page for the applicant's PH and foreign passport.

Documents submitted to Brent's Admissions Office automatically become property of the school. The Admissions Office has the sole discretion whether to copy, provide, or return documents.

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

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

1. **Director for Admissions** interviews the applicant; parent/s might join at the end. Time: _____
2. **Guidance Counselor** interviews the applicant; parent/s might join at the end. Time: _____
3. **Principal** interviews the applicant; shares acceptance decision with parent/s. Time: _____
- (4. **Foreign Applicants:** If accepted, the family will meet briefly with Brent's Visa Office.) Time: _____

A non-refundable US\$200.00 Application Fee is paid for each applicant on the scheduled test and interview date. Payments 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."