

# Application Checklist Brent International School Manila

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The following checklist will help you in preparing the required application documents. Once the Admissions Office has received the **complete application packet**, contact Mrs. Elsie Torres to schedule appointments for entrance tests (Kindergarten and above) and be interviewed (all grade levels). It is required that at least one parent accompany the applicant on this day.

Brent's application forms may be obtained from the Admissions Office or downloaded from the website. See the Admissions tab at [www.brent.edu.ph](http://www.brent.edu.ph) and click on "Download Forms." Submit the application packet by mail, scan documents and attach them to emails (etorres@brent.edu.ph), fax or hand delivery.

- Completed **Application for Admission**
- Completed **Health Form**
- Two **Confidential Evaluation Forms** from a current/recent school (Brent forms must be used)  
--one from a main subject teacher, for applicants Pre-Kindergarten and above  
--one from a principal or guidance counselor for applicants in grades 2 and above
- Certified copy of **academic records** showing grades for your most recent two years. If written in another language, an English translation must be included.
- Copy of authenticated **birth certificate**
- Copy of **immunization record**. No particular immunizations are required; just a health history.
- Photos**: 4 recent passport size photographs
- If the school fees are to be paid by an employer, a letter to that effect on the employer's letterhead.

**FOREIGN APPLICANTS** should also submit the following:

- Copy of the **passport pages** showing applicant's and parent/s:
  - a. photo, date of birth, passport number
  - b. Date of issue and expiration
  - c. Visa showing length of stay in the Philippines (to be submitted when available)

**Please note:** A non-refundable US\$150.00 application fee must be paid for each applicant on or before the scheduled test and interview date. Payment can be made at the Brent Cashier in the form of cash (pesos or US dollars), credit card, or check. Checks should be made payable to "Brent International School Manila".

**For Admissions Office use:**

Date of Exam: \_\_\_\_\_ Mon Tue Wed Th Fri

Time of Exam: \_\_\_\_\_

Break: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Mon Tue Wed Th Fri

- **ESL Dept. Head** (if needed), applicant \_\_\_\_\_
- **Director for Admissions**, applicant, parent/s \_\_\_\_\_
- **Principal**, applicant, parent/s \_\_\_\_\_
- **Guidance Counselor**, applicant, parent/s \_\_\_\_\_