



ADMISSION OFFICE  
House 15, Road 7, Mirpur, Pallabi, Dhaka-1216  
☎ 01972 747 117

## ADMISSION PROCEDURES

To apply for admission to Apple Tree International School please follow the instructions listed below.

Collect the Student Application Form (free of charge) from the admission office or download it from our website.

1. Submit the following documents to the admission office:
  - a. A completed Student Application Form. You need to fill in the back side (Learning Profile) with appropriate information if your child has completed a grade at another school.
  - b. A copy of previous school records, if any.
  - c. A copy of child's birth certificate or passport (grade 8-10).
  - d. A copy of child's immunization card.
  - e. One recent passport size photograph of your child.
  - f. One recent stamp size photograph of each guardian and the contact person.
  - g. The Admission Processing Fee of Tk. 500

If you need any assistance filling in the form, or if you have questions regarding the admission procedures, please contact the admission office.

If you are applying for a seat in grade 8-10, please call the Admission Office for further instructions, before you submit any documents.

When the documents and the Processing Fee have been received the application will be reviewed for admission.

2. Your child will have to sit for an admission evaluation according to the level applied for.
3. After the evaluation, you will be called for a meeting with the principal and a senior teacher to determine appropriate grade for your child, and to give you information regarding syllabus, educational environment and school security. Both parents and your child must attend this meeting.
4. After meeting with the administration, you will receive the fee book, and sign the Rules and Regulations of Apple Tree.
5. After payment of fees, you will visit the admission office to receive a folder with important information about the school. At this point we also request you to submit a copy of the Transfer Certificate, if available.

Thank you for selecting Apple Tree International School