



# Cebu International School

## Admissions Guide

### ADMISSIONS PROCESS

#### Inquiry (Phone/Email/Messenger)

**Email:** admissions@cis.edu.ph

**T:** +63 (32) 261 0247 **M:** +63 917 309 6684

#### School Tour

Briefing on admissions, and info about the school.

#### Enrollment Requirements

Documents required are to be submitted. Registrar confirms all necessary documents have been received, requirements met, and the application fee paid. *Application will only be processed once all requirements have been completed.*

#### Entrance Assessments

Students complete assessments at the Counselor's office (EAL Assessment to be conducted if necessary).

#### Family Meeting with Principal

The family meets with the Principal to discuss assessment results. Grade Level placement will be confirmed.

#### Admissions Approval

The Superintendent reviews the file and gives final approval. The starting date is determined.

#### Preparations to Start

Payment of fees, purchase of uniforms and school items.

#### Join Classes!

### ADMISSIONS REQUIREMENTS

Cebu International School is committed to making the admissions process as friendly as possible and welcomes students anytime within the school year subject to the admissions process detailed in this document.

In order to complete your child's successful application, the following documents are required:

- Completed Student Enrollment Form with one 2x2inch photo
- Copy of the child's Birth Certificate
- Passport copies of child and parents showing the photo page and page stamped with the latest arrival date in the Philippines
- For foreign students, copy of the appropriate VISA and ACR if available
- Latest report card or school record
- Recommendation from current/previous school Principal or Counselor (forms provided)
- Affidavit of Guardianship, if necessary
- Medical Form(s)
- Immunization Record(s)
- Driver/Nanny ID Application (if applicable)
- A non-refundable application fee of P4,000
- To guarantee a space, families need to pay a non-refundable deposit of P40,000, which will be deducted from the total fees payable upon enrollment