

ADMISSIONS PROCESS



PLEASE NOTE:

In addition to submitting the application along with required documents and forms via the online application system, the application fee must be received by the Admissions Office in order to complete the application process. Please upload the requested documents and forms as indicated in the online application.

Documents for Submission

- Recent photo of student (*passport type*)
- Copy of prospective student's passport
- Copy of father's passport
- Copy of mother's passport
- Proof of immigration status (*Dependent Pass, Exemption Order / Diplomatic Pass, Proof of Permanent Resident Status, or Singapore Birth Certificate*)
- Current year's school transcripts / report cards / records (*translated into English*)
- Previous THREE years' school transcripts / report cards / records (*translated into English*)
- Any reports regarding educational concerns (*including teacher or principal reports, IEPs, 504 plans, accommodations, or modified learning plans*)
- Any reports regarding behavioral concerns (*including behavioral plans, and counseling or psychological testing*)
- Copy of student's immunization card(s) or record(s) (*translated into English*)

Forms to Complete (download from online application system)

- **Physicians Examination Form** (*to be completed by a general physician or family doctor*)
- **Letter of Recommendation for Grades 1-5** (*only if applying to Grades 1 to 5*)
- **Letter of Recommendation for Grades 6-12** (*only if applying to Grades 6 to 12*)



Cert No: EDU-2-2070
Validity: 25/11/2015 - 24/11/2019

ADMISSIONS PROCESS



S\$250 Testing Fee

Payment can be made by cash or cheque in the front office for English language assessment if applicable.

S\$2,000 Application Fee

Payment can be made by cash, cheque, bank transfer, or company pay.

- **Cash:** Bring to the ICS Admissions Office, 27A Jubilee Road, Singapore 128575. **Do not mail cash payments.**
- **Cheque:** Bring or mail to the ICS Admissions Office. Please make cheques payable to **International Community School (Singapore) Ltd.**
- **Bank transfers:** Refer to the account below. **DO NOT USE THE "FAST" PAYMENT SYSTEM.**

Standard Chartered Bank

Scotts Mall, 1 Scotts Road, #01-01 Shaw Centre, Singapore 228308

Bank Code: 7144 (routing number)

Branch Code: #003

Bank Account No.: 0301206570

SWIFT Code (*for international wires only*): SCBLSGSG

Sort Code / BSB No (*for banks located in the U.K. & Australia*): N/A

Payee: International Community School (Singapore)

The student's name must be referenced in the transfer to enable us to credit the account correctly. Please email confirmation advice to finance@ics.edu.sg. All bank charges are to be borne by the remitter.

Please bear in mind that your student's application will not be complete until all necessary documents, forms and the S\$2,000 application fee have been received by the Admissions Office. If you are unable to submit these requested documents, or have further questions, please contact the ICS Admissions Office.

Ashley Hunt, Admissions Director - admissionsdirector@ics.edu.sg

Ailsa Liu, Admissions Assistant - admissionsassistant@ics.edu.sg



Cert No: EDU-2-2070
Validity: 25/11/2015 - 24/11/2019

CPE Reg No: 199303918N
Reg Period: 06/07/15 to 05/07/19

International Community School (Singapore)
27A Jubilee Rd, Singapore 128575
Phone: +65 6776-7435
Fax: +65 6776-7436
Email: info@ics.edu.sg
Website: www.ics.edu.sg