

## Application for Admission - Required Documents

### Dear Parents,

This information package contains the forms that you need to apply for admission to IST. Your application will be considered complete and ready for review once **all the information forms, supporting documentation and the application fee have been received**. These forms are available on line. A complete application form includes the following items:

- The Application, one for each child.
- An IST Confidential Reference Form for each child from the most recent school Principal. The form is on our web site: one for Elementary applicants and a different one for Secondary applicants.
- A copy of each parent's passport information page.
- A copy of each child's passport, information page only. For a child without a passport, a copy of the child's birth certificate.
- One (1) passport size current photo of each child and parents.
- School Reports/Transcripts/Test Reports for the current academic year.
- Previous School Reports/Transcripts/Test Reports for the last school year. where this applies. **If these records are not in English, please provide an official translation.**
- School Leaving Certificate.
- Standardized achievement test scores (ITBS, CAT, MAT, SAT, Iowa) as this applies.
- Any psycho educational or special education evaluations/records
- TB Screening Results (Tine Test) or Current BCG Certificate.
- Copy of Residency Permit (as applicable, as soon as it is issued)
- Non-refundable \$500 Application Fee for each application. (When you accept IST's offer of enrollment, you will pay a \$1,000 Enrollment fee, which is deducted from the first tuition payment).

Students applying to the Secondary School (Grades 6-12) will be required to sit placement tests in English and Maths as part of the application process. Final acceptance and admission to IST is based upon a review of all available information. In some cases, a personal interview may be required. It is advisable to carry a copy of the academic records with you when you come to Dar es Salaam just in case your records were delayed in the mail. In some cases we may also want to call your child's previous school to gather additional information. Since some classes and grades fill early, you are urged to complete the application process as soon as possible.

IST can receive applications at any time for the 2020-2021 school year. Completed applications will be reviewed at the time they are received and parents will be notified soon thereafter about whether their child has been accepted in principle. We are unable to confirm space availability until we have completed the re-enrolment exercise after April 1, 2020. This allows current students the first chance to re-enrol. For those enrolling mid-year, acceptance decisions are usually made more quickly unless your child/ren are applying for a Grade where a wait list exists.

If you have any questions, please contact the Admissions Office ([admissions@istafrica.com](mailto:admissions@istafrica.com)) or by phone (Elementary +255 684 228882/3 Ext. 302; Secondary +255 787 997778 Ext. 143).