

## Grades 2 to 11 OFFICIAL PERUVIAN PROGRAM (OPP) ENROLLMENT FORM

Date: \_\_\_\_\_

**Applicant's full name:** \_\_\_\_\_  
(As it appears on Birth Certificate)      Father's last name      Mother's maiden name      First & middle name  
Passport

**Current grade level:** \_\_\_\_\_

**Grade level applying to:** \_\_\_\_\_

\_\_\_\_\_ **YES**, I would like my child to be enrolled in the Official Peruvian Program

The applicant must have the expected Spanish level in order to be admitted in this program.

\_\_\_\_\_ **NO**, I do not want to register my child in the Official Peruvian Program

Parent or guardian's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Father

: \_\_\_\_\_ Signature: \_\_\_\_\_

Mother

### Applicant's information (Only if you chose **YES**):

**Date of birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month      Day      Year

**Place:** \_\_\_\_\_ / \_\_\_\_\_  
Country      City

**Nationality:** \_\_\_\_\_

**First language:** \_\_\_\_\_

**DNI number:** \_\_\_\_\_  
(Peruvian citizens and dual national applicants must have this document)

**Expiration date:** \_\_\_\_\_

**Current school:** \_\_\_\_\_

**District:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Country:** \_\_\_\_\_

### Foreign students only:

**Residence card number (C.E.):** \_\_\_\_\_  
(if available)      <https://www.migraciones.gob.pe/carne-de-extranjeria/>

**Expiration date:** \_\_\_\_\_

**Current school:** \_\_\_\_\_

**District:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Country:** \_\_\_\_\_

*Due to the difference between Colegio Roosevelt's start of the school year in August, and all other schools in Peru starting in March, applicants who are coming from local schools may be older than the minimum required age for entrance into their corresponding grade.*

#### LOCAL APPLICANTS

Have you submitted the following documents to the Admissions Office?

- DNI or Residence card copy (front & back)
- "Ficha Única de Matrícula" (from the current local Peruvian school)
- Peruvian Certificates of Study (from the previous schools)

#### INTERNATIONAL APPLICANTS

Have you submitted the following documents to the Admission's Office?

- DNI or Residence card copy (front & back)
- Original apostilled Official Certificates of study from all previous studies and schools
- "Resolución Jefatural" by the Ministry of Education in Peru (MINEDU)
- Original apostilled Birth Certificate

## REQUIRED DOCUMENTATION AND PROCESS FOR APPLICANTS WITH STUDIES ABROAD Grade 2 through Grade 11

### STEP 1: BEFORE ARRIVING TO PERU

Obtain the following documents to be hand carried to the Peruvian Director's office upon arrival in Peru:

- Original Birth Certificate apostilled
- Copy of passport (if foreign national)
- Original Official apostilled Certificates of Studies (with grades) **for ALL previous studies and schools.**
- Request from the school of origin a grade equivalence chart (it can be included with transcripts/certificates of study).
- If the certificates of study are in a language other than Spanish, these must be translated by an officially registered translator (this can be done upon arrival in Peru). <http://colegiodetraductores.org.pe/directorio2/view/directorio.php>

Have all original Official Certificates of Studies apostilled or validated from **all** schools & countries:

- If entering Grade 2 through Grade 6 – bring documents **from Grade 1 and up**
- If entering Grade 7 – bring documents **from Grade 6**
- If entering Grade 8 through Grade 11 – bring documents **from Grade 7 and up**

### **IMPORTANT:**

*The certificates of studies/student transcripts must be originals and must be apostilled if the country where the student went to school is part of **The Hague Convention** [http://www.hcch.net/index\\_en.php?act=states.listing](http://www.hcch.net/index_en.php?act=states.listing)*

OR

*If the country where the student went to school is not part of **The Hague Convention**, the original certificates of studies/student transcripts must be sealed by the Ministry of Education, the Consulate of Peru and the Ministry of Foreign Affairs of that country.*

### STEP 2: ONCE IN PERU

Obtain the following documents:

- DNI (Peruvians/Dual Nationals) <http://www.reniec.gob.pe/portal/acercaDni.htm>
- Residence card (Foreign Nationals) <https://www.migraciones.gob.pe/index.php/registro-de-extranjeros/>

### **Peruvian Director's Office at school:**

Request an appointment with the Peruvian Director's Office to review documentation requested in **STEP 1**

### **Drop off paperwork at Ministry of Education (MINEDU):**

Drop off the documents reviewed at our offices and the original Birth Certificate apostilled to MINEDU.  
Address: Calle El Comercio 193, San Borja. Hours: 8:30 a.m. – 1:00 p.m. and 2:00 p.m. - 5:00 p.m.

**Request** a Resolution or Decree (Resolución Jefatural) issued by the MINEDU that recognizes the student's studies abroad (the resolution is issued in approximately 30 days).

Bring the Resolution/Decree to the Peruvian Director's Office at the school and attach a copy of the apostilled/legalized student transcripts/certificates.

If you have any questions or need further assistance, please e-mail or call Patricia Barreda at: [pbarreda@amersol.edu.pe](mailto:pbarreda@amersol.edu.pe)  
Phone: (511) 619-9300 Ext: 6910