

## Required Admission Application Documents

Dear Parent,

This is the list of documents you need to apply for admission to IST. Your child's 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 online. A complete application form includes the following items:

- Completed online application, one for each child
- School reports/transcripts/test reports for the previous academic year **and** for the current academic year. **If these records are not in English, please provide an official translation.**
- An IST Confidential Reference Form for each child
- Standardized achievement test scores *if available* (ITBS, CAT, MAT, SAT, Iowa)
- Any psycho-educational or special education evaluations and records as this applies
- A copy of each parent's and child's passport information page
- A copy of each parent's and child's current passport sized photo on a plain background
- MAP Math and English placement test for Grade 6-12 applicants **if** MAP scores are not readily available from the current school
- 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).

Final acceptance and admission to IST is based upon a review of all available information. In some cases, a personal interview may be required or a call to 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 during the school year. Completed applications for the current school year 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.

For applications for the upcoming school year, we are unable to confirm space availability until we have completed the re-enrolment exercise after the month of April. 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.co.tz](mailto:admissions@istafrica.co.tz)) or by phone (Elementary +255 684 228882/3 Ext. 302; Secondary +255 787 997778 Ext. 143).