

Admissions Required Documents

Start Your Application Online Today!

We're excited to guide you through our simple and convenient application process. To begin, create an account and submit your application online by clicking [this link](#).

Once your application is submitted, the next step is to upload the required supporting documents. Please keep in mind that your application cannot be reviewed until all documents are complete.

You will find your **personalized checklist** of requirements and online supplemental forms in your online application account. These documents typically include:

Documents required to apply

	Early Years 1 to 3	Elementary Grades 1 - 5	Middle School Grades 6 - 8	High School Grades 9 - 12
Copy of student's and parents' passport or other ID	✓	✓	✓	✓
3 years of school reports covering all school terms	Applicants who have attended school should submit available reports	✓	✓	✓
Standardized tests (ISA, MAP, PSAT, SSAT, SAT, etc)		✓	✓	✓
Copy of evaluations, IEP, any reports related to special education needs	For applicants with learning support (special education) needs			
Confidential references	Only for applicants who have attended school	✓	✓	✓
Early Years Videos	✓			

	Early Years 1 to 3	Elementary Grades 1 - 5	Middle School Grades 6 - 8	High School Grades 9 - 12
Student questionnaire		✓	✓	✓
Parent questionnaire	✓			
Admission test supervision agreement		Grades 3 to 5 only	✓	Grades 9 and 10 only
Course options request				✓
Application Fee IDR 5 million	✓	✓	✓	✓
Birth Certificate	Indonesian passport holders only			
Kartu Keluarga (Family Card)	Indonesian passport holders only			
National exam results	Indonesian passport holders only			
Nomor Induk Siswa Nasional (National Student Number)	Indonesian passport holders only			

For admitted applicants: Documents required to enroll

	Early Years 1 to 3	Elementary Grades 1 - 5	Middle School Grades 6 - 8	High School Grades 9 - 12
Medical and Immunization Clearance	✓	✓	✓	✓
Letter of Sponsorship*	If waiting for KITAS and/or for direct billing of school fees to company	If waiting for KITAS and/or for direct billing of school fees to company	If waiting for KITAS and/or for direct billing of school fees to company	If waiting for KITAS and/or for direct billing of school fees to company

	Early Years 1 to 3	Elementary Grades 1 - 5	Middle School Grades 6 - 8	High School Grades 9 - 12
Final school report for the semester preceding enrollment	Applicants who have attended school should submit available reports	✓	✓	✓
Official transcript				✓

[*Letter of Sponsorship](#) — New families who do not yet have a temporary stay permit (KITAS) or whose school fees will be paid for by a sponsoring company need to submit a letter of sponsorship. This requirement is waived for founding embassy employees (US, UK, and Australia), and for JIS faculty.