

APPLICATION AND ENROLMENT PROCEDURE [MALAYSIAN STUDENT]

- 1) Parents and students may call the administrative office for enquiries or to schedule a visit at 06-653-6888
- 2) Complete the online application form through the website and settle the Application Fee payment

<http://webapps.ucsiinternationalschool.edu.my/>
- 3) Submit birth certificate, identity card (if any) as well as latest School Transcript (3 terms) through the online application system or via email to the admission officer.
- 4) School will contact to schedule a visit as well as placement test date and time
- 5) Student or parent to confirm with school on placement test date and time
- 6) Sit for the placement test and interview
- 7) Grade determination will be informed by the admissions office
- 8) Receive Letter of Acceptance or Conditional Offer Letter
- 9) Inform the School of enrolment decision after receiving the Letter of Acceptance or the Conditional Offer Letter
- 10) Settle payment of all school fees via:
 - Cash
 - Cheque
 - Bank Transfer
 - Credit Card
- 11) Complete all documentation and collect student items needed when arriving at the school
 - Student handbook
 - Health form
 - After school program form
 - Boarding form
 - Student access card
 - Student internet access ID, password and email
 - Locker key
- 12) Check into boarding house [if student is a boarding student]
- 13) Commence classes

DOCUMENTS TO PREPARE

- 1) Birth certificate
- 2) Identity card [if any]
- 3) Latest 3 terms school transcript / report card / progress report