



REGISTRATION

ENTRY LEVEL _____

ENTRY DATE _____

STUDENT DETAIL

Full Name

_____ (Given Name) _____ (Family Name)

Place & Date of Birth _____ Present Age Years

Gender Male Female (Please Tick)

Nationality _____ Religion _____

Language Spoken at Home _____

Other Language Spoken _____

Current Residential Address _____

House Phone Number _____

3 x 4 Photo

Child's Recent Photo (white background with well-groomed hair and ears clearly visible)

FAMILY INFORMATION

Father
Full Name _____
Nationality _____
Profession _____
Place of Employment _____
Email Address _____
Office Phone Number _____
Mobile Phone Number _____

Mother
Full Name _____
Nationality _____
Profession _____
Place of Employment _____
Email Address _____
Office Phone Number _____
Mobile Phone Number _____

Guardian's
Full Name _____
Nationality _____
Profession _____
Place of Employment _____
Email Address _____
Office Phone Number _____
Mobile Phone Number _____

Siblings

Name	Age	Gender	School



DOCUMENT NEEDS:

- Birth Certificate
- Raport / Progress Report Card
- Family card signed by Dukcapil
- Father's & mother's/ guardian's ID card or Passport & KITAS (for Foreigners)
- For enrollment in Secondary 1: Report card Primary 4-6 - English/ Indonesian version
- For enrollment in Secondary 4: Report card Secondary 1-3 – English/ Indonesian version Re-Registration Documents

- Additional Document (WNI):
 - If enrolling from National School/SPK:
 - Transfer Letter from Dinas Pendidikan Kota setempat (for Primary 2-6, and Secondary 2)
 - Ijazah (for Secondary 1 and Secondary 4)

 - If enrolling from Overseas/International School :
 - Mutation Letter/ Surat Penyaluran Siswa from Kemendikbudristek (for Primary 2-6, Secondary 2)
 - Letter of Equivalence from Kemendikbudristek (for Secondary 1, and Secondary 4)

 - Additional Documents (WNA):
 - Recommendation Letter for studying in Indonesia from Kemendikbudristek (for All Levels)
 - If enrolling from Overseas/International School:
 - Letter of Equivalence from Kemendikbudristek (for Secondary 1, and Secondary 4)