

IMPORTANT INFORMATION

The following documents must be submitted with your application. Please note that incomplete applications will not be processed. *Folgende Unterlagen müssen mit der Bewerbung eingereicht werden. Unvollständige Bewerbungen werden nicht bearbeitet.*

- Copy of child's birth certificate – *Kopie der Geburtsurkunde des Kindes*
- Copy of child's passport – *Kopie des Reisepasses des Kindes*
- Copy of mother's passport – *Kopie des Reisepasses der Mutter*
- Copy of father's passport – *Kopie des Reisepasses des Vaters*
- Applications for **grades 2-6 only**: copies of the last two report cards – *Bei Bewerbungen für Klassen 2-6: Kopien der letzten zwei Zeugnisse.*

Important: The application must be signed and dated by both parents. If a signature is not available, e.g. due to sole custody, a copy of the court documents (not older than 6 months at time of submission) is required at the time of submission. If one parent is deceased, please submit a copy of the death certificate.

Wichtig: Das Bewerbungsformular muss von beiden Eltern datiert und unterschrieben werden. Falls eine Unterschrift nicht vorhanden ist, z.B. auf Grund von alleinigem Sorgerecht, müssen entsprechende Gerichtsunterlagen (nicht älter als 6 Monate zum Zeitpunkt der Bewerbung) eingereicht werden. Bei einem verstorbenen Elternteil reichen Sie bitte eine Kopie der Sterbeurkunde ein.

TIPS FOR ATTACHMENTS

- ✓ Please note we only accept PDF attachments. *Bitte senden Sie elektronische Unterlagen nur in PDF Format.*
- ✓ We will not be able to access documents by clicking on links to download files from third party providers, such as Dropbox, Google Drive etc. *Es ist uns technisch nicht möglich, Dokumente von anderen Webseiten (Dropbox, Google Drive etc.) herunterzuladen.*
- ✓ Please consider properly scanning your documents. Pictures taken with smart phones or tablets are often not printable nor legible. *Bitte scannen Sie die Dokumente sorgfältig. Fotos, die mit Handy oder Tablet gemacht wurden, sind oft nicht druck- und/oder lesbar.*

Submit this application and all supporting documents to:

Admissions
John F. Kennedy Schule
Teltower Damm 87-93
14167 Berlin, Germany

Email: admissions@jfkbsberlin.org

Fax: +49 30 90299-6377

Applications for Grades 1-6 must be received between September 1, 2017 and March 31, 2018.

**ADMISSIONS APPLICATION - ELEMENTARY SCHOOL
GRADES 1-6**



Application is made for Grade for school year 2018/19

Child's Last Name: _____ First Name: _____

Date of birth: _____ Gender: Male Female
(Day . Month . Year)

Citizenship(s): _____ Birthplace: _____

Dominant Language: _____ Other Language(s): _____

Current address: _____

Expected duration of residence in Berlin from _____ to _____

Most recent schools or daycare/Kita attended. Please list dates. Please list other siblings **currently** enrolled at JFKS:

1. _____ 1. _____

2. _____ 2. _____

My child has received or is receiving additional services for a learning difficulty or physical need.
 No Yes, details about the nature of the child's needs are attached to this application.

PARENT 1

Last Name: _____ First Name: _____

Citizenship(s): _____ Check one: Sole Custody Joint Custody No Custody Deceased

Dominant Language: _____ Other Language(s): _____

Current address: _____

Phone Number: _____ Email Address: _____

Profession: _____ Employer: _____

Employer/Work address: _____

PARENT 2

Last Name: _____ First Name: _____

Citizenship(s): _____ Check one: Sole Custody Joint Custody No Custody Deceased

Dominant Language: _____ Other Language(s): _____

Current address: _____

Phone Number: _____ Email Address: _____

Profession: _____ Employer: _____

Employer/Work address: _____

- I/We agree that the school retains information from the admissions package for computer records.
- I/We agree that any information on this form may be supplied to the US Department of State.
- I/We understand that standardized testing is part of the school program.
- **With my signature below, I certify that the above information is complete and correct.**

Parent 1 - Signature / Date

Parent 2 - Signature / Date