

## IMPORTANT INFORMATION

The following documents must be submitted with your application. Please note that incomplete applications will not be processed.

- Copy of child's birth certificate
- Copy of child's passport for all nationalities listed
- Copies of passports of both parents/legal guardians for all nationalities listed
- Applications for **grades 2-6 only**: copies of the last two report cards.

**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.

This Fill-in PDF document can be completed electronically, however, it must be printed and personally signed. Applications with electronic signatures will not be processed.

The signed application can then be scanned along with the other required documents into **one** PDF document with a max. size of 10MB.

## WICHTIGE INFORMATIONEN

*Folgende Unterlagen müssen mit der Bewerbung eingereicht werden. Unvollständige Bewerbungen werden nicht bearbeitet.*

- *Kopie der Geburtsurkunde des Kindes*
- *Kopie des Reisepasses des Kindes für alle aufgelisteten Staatsangehörigkeiten*
- *Kopien der Reisepässe beider Eltern/Sorgeberechtigten für alle aufgelisteten Staatsangehörigkeiten*
- *Bei Bewerbungen für **Klassen 2-6**: Kopien der letzten zwei Zeugnisse*

*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.*

*Diese Fill-in PDF-Datei kann elektronisch ausgefüllt werden. Allerdings muss das Dokument danach ausgedruckt und per Hand unterschrieben werden. Bewerbungen mit elektronischen Unterschriften werden nicht bearbeitet.*

*Die unterschriebene Bewerbung kann dann mit den anderen Unterlagen in ein PDF-Dokument (bis zu einer Größe von max. 10MB) eingescannt werden.*

## TIPS FOR PRINTING & ATTACHMENTS

- ✓ 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.
- ✓ Please consider properly scanning your documents in PDF format. Pictures taken with smart phones or tablets are often not printable nor legible.

## TIPS FÜR DRUCK & ANLAGEN

- ✓ *Es ist uns technisch nicht möglich, Dokumente von anderen Webseiten (Dropbox, Google Drive etc.) herunterzuladen.*
- ✓ *Bitte scannen Sie die Dokumente sorgfältig in PDF-Format. Fotos, die mit Handy oder Tablet gemacht wurden, sind oft nicht druck- und/oder lesbar.*

**Submit the completed application and all supporting documents to either:**

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

OR

admissions@jfkberlin.org

**Applications for Grades 1-6 must be received  
between September 1, 2019 and March 31, 2020.**

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



**Application is made for Grade \_\_\_\_\_ for school year 2020/21**

Child's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  Male  Female  Other: \_\_\_\_\_  
(Day . Month . Year)

Birthplace: \_\_\_\_\_ Expected stay in Berlin from \_\_\_\_\_ to \_\_\_\_\_

**Dominant** language: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Other (fluent) language(s): \_\_\_\_\_ Other citizenship(s): \_\_\_\_\_

Current address: \_\_\_\_\_

Most recent schools or daycare/Kita attended. Please list dates. Please list other siblings **currently attending** 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.

**(1) PARENT / LEGAL GUARDIAN**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

**Dominant** Language: \_\_\_\_\_ Other Language(s): \_\_\_\_\_

Current address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Profession: \_\_\_\_\_ \*Employer: \_\_\_\_\_

\*Employer/Work address: \_\_\_\_\_

**(2) PARENT / LEGAL GUARDIAN**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Citizenship(s): \_\_\_\_\_ Check one:  Joint Custody  Sole 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.
- I/We will immediately notify JFKS if this application is withdrawn (e.g. due to changes in moving plans or family situations).
- **With my signature below, I certify that the above information is complete and correct.**

\_\_\_\_\_  
Parent 1 - Signature / Date

\_\_\_\_\_  
Parent 2 - Signature / Date