

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 passport –
- Copies of passports of **both** parents/ legal guardians – *Kopien der Reisepässe **beider** Eltern/ Sorgeberechtigten*
- Applications for **grades 7-12**: copies of the report cards for the last **three** years
*Bei Bewerbungen für **Klassen 7-12**: Zeugniskopien der letzten **drei** Jahre.*
- Berlin legal residence proof – *Polizeiliche Meldebescheinigung*

1) 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. If a parent is deceased, please submit a copy of the death certificate.

1) Wichtig: *Das Bewerbungsformular muss von **beiden** Eltern datiert und unterschrieben werden. Falls eine Unterschrift nicht vorhanden ist, z.B. aufgrund 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. **JPGS will not be accepted.** *Bitte senden Sie elektronische Unterlagen nur in PDF Format. JPGs werden nicht akzeptiert.*
- ✓ 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

A confirmation of receipt will be sent via email only when a completed application is submitted.

Due to a large number of applications we receive annually, we ask you to refrain from contacting the school unnecessarily. Thank you for your understanding.

Applications for Grades 7-12 must be received between September 1, 2019 and March 31, 2020.

ADMISSIONS APPLICATION - HIGH SCHOOL (Grades 7-12)

Please see detailed instructions on page 1



Application for grade: ____ for school year 2020-2021 Abitur Diploma Not sure

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 attended. Please list dates. Please list other siblings **currently** enrolled at JFKS (indicate grade level) or **applying** for enrollment:

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 ¹⁾

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 ¹⁾

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 if found otherwise the application is denied.**

Parent 1 - Signature / Date

Parent 2 - Signature / Date