

## 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 – *Kopie des Reisepasses des Kindes*
- Copies of passports of **both** parents/ legal guardians – *Kopie des Reisepasses oder des Personalausweises beider Eltern/ Sorgeberechtigten*
- Copies of the report cards for the last three years – *Zeugniskopien der letzten drei Jahre.*
- Berlin legal residence proof – *Polizeiliche Meldebescheinigung*
- Birth Certificate – *Geburtsurkunde*
- Proof of measles vaccination – *Nachweis über Masern-Schutzimpfung*

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 unterschrieben und datiert werden. Falls eine Unterschrift nicht vorhanden ist, z.B. aufgrund von alleinigem Sorgerecht, müssen entsprechende Gerichtsunterlagen eingereicht werden (diese dürfen nicht älter als 6 Monate zum Zeitpunkt der Bewerbung sein). 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 dem Handy oder Tablet gemacht wurden, sind oft nicht druck- und/ oder lesbar.*

## Submit this application and all supporting documents to:

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

Email: [admissions@jfkbsberlin.org](mailto: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. Eine Empfangsbestätigung per E-Mail erhalten Sie, wenn die Bewerbungsunterlagen vollständig eingereicht wurden.*

**Applications for Grades 7-12 must be received between September 1, 2020 and March 31, 2021.**

# ADMISSIONS APPLICATION - HIGH SCHOOL (Grades 7-12)

Please see detailed instructions on page 1



Application for grade: \_\_\_\_ for school year 2021-2022  Abitur  Diplom  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<sup>1)</sup>:  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<sup>1)</sup>:  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.
- **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