

## IMPORTANT INFORMATION

The following documents must be submitted with your application. Incomplete applications will not be processed.

- Copy of child's birth certificate
- Copy of the child's (valid) passport for all nationalities listed
- Copies of (valid) 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/digital 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.

See Admissions Regulations for more information.

## WICHTIGE INFORMATIONEN

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

- *Kopie der Geburtsurkunde des Kindes*
- *Kopie des (gültigen) Reisepasses des Kindes für alle aufgelisteten Staatsangehörigkeiten*
- *Kopien der (gültigen) Reisepässe beider Eltern/ Sorge- berechtigten 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.*

*‡ Informationen finden Sie in den Aufnahmeregularien.*

## 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@jfkbsberlin.org

**Applications for Grades 1-6 must be received  
between September 1, 2020 and March 31, 2021.**

Bitte senden Sie keine Bewerbungen per Einschreiben.  
Do not submit applications by registered mail.

ADMISSIONS APPLICATION - ELEMENTARY SCHOOL  
GRADES 1-6



Application is made for Grade \_\_\_\_\_ for school year 2021/2022

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.**

1. \_\_\_\_\_

2. \_\_\_\_\_

Please list other siblings **currently attending** JFKS:

1. \_\_\_\_\_

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