

# AMADEUS Vienna

## APPLICATION PROCEDURE

### CHECK-LIST



**AMADEUS**  
International School  
VIENNA

CHECK-LIST ITEM	EARLY YEARS CENTRE (KINDERGARTEN)	PRIMARY SCHOOL GRADE 1-5	SECONDARY SCHOOL GRADE 6-11
<b>DAY PROGRAMME</b>			
<b>Application form on OpenApply</b>	x	x	x
<b>Recent (digital) Picture of the Applicant</b>	x	x	x
<b>Copy of Passport</b>	x	x	x
<b>School Reports</b> <i>If applicable, for the last two years</i>	- only if applicable	x Grade 1 – if applicable	x
<b>Confidential School Recommendation</b>	- only if applicable	x Grade 1 – if applicable	x
<b>Second Confidential School Recommendation</b>	-	x Grade 1 – if applicable	x
<b>Application Fee Payment (EUR 300)</b>	x	x	x
<b>Trial Day/Assessment</b>	optional	optional	optional
<b>English and Maths Assessment</b>	-	-	x
<b>Interview</b>	x	x	x
<b>Kindergarten Customer Number (KundInnennummer)</b>	x	-	-
<b>Copy of Residence Registration Form (Meldezettel)</b> <i>Can be provided after the relocation</i>	x	x	x Only for day/non boarding students
<b>BOARDING PROGRAMME</b> (In addition to the documents above)			
<b>Legalized Birth Certificate</b>	-	-	x
<b>Medical Report</b>	-	-	x
<b>Guardianship Form</b>	-	-	x

#### Format of documents:

The Application is to be completed in English and all documents must be in English or German. In most cases, unofficial translations can be accepted. School reports may require an explanation if no legend is provided. If sending documents via email, please have them in PDF format!