

## AMADEUS International School Vienna

### Application Procedure Checklist

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 Birth Certificate or Passport</b>	x	x	x
<b>School Reports</b> <i>If applicable, for the last two years.</i>	- <i>Only if applicable</i>	x <i>Grade 1 – if applicable</i>	x
<b>Confidential School Recommendation</b>	- <i>Only if applicable</i>	x <i>Grade 1 – if applicable</i>	x
<b>Second Confidential School Recommendation</b>	- <i>Only if applicable</i>	x <i>Grade 1 – if applicable</i>	x
<b>Application Fee Payment (EUR 400)</b>	x	x	x
<b>Trial Day/Assessment</b>	<i>as recommended</i>	<i>optional</i>	<i>optional</i>
<b>General Admissions Test</b>	-	-	x
<b>Interview with the Head of the Section</b>	x	x	x
<b>Kindergarten Customer Number</b> (KundInnennummer)	x	-	-
<b>Copy of Residence Registration Form (Meldezettel)</b> <i>Can be provided after relocation</i>	x	x	x <i>Only for day students</i>
<b>BOARDING PROGRAMME</b> <b>(In addition to the documents above)</b>			
<b>Legalised Birth Certificate</b>	-	-	x
<b>Interview with the Head of the Boarding House</b>	-	-	x
<b>Medical Report</b>	-	-	x
<b>Legal 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 some 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!