

APPLICATION CHECKLIST

Please attach the following items or documents to your Online Application or email after completion of your application:

☐ **Photograph**

A recent colour passport-size photograph (with a white background) for each of the following:

- Student
- Father
- Mother
- Guardian (if applicable)

☐ **Birth Certificate**

A copy of the Student's Birth Certificate which includes parents' names.

Please note that a professional translation is required if the document is not in English.

☐ **Passport & Visa**

A copy of the Passport pages with holder's name, photograph, passport number, date of birth, date of issue, date of expiry and Visa for each of the following:

Please note that the application of visas to the Malaysian authority is the responsibility of parents.

- Student
- Father
- Mother
- Guardian (if applicable)

☐ **National Identity Card (Malaysians only)**

A copy of the National Identity Card for each of the following:

- Student (if issued)
- Father
- Mother
- Guardian (if applicable)

☐ **School Reports & Testimonials**

- A copy of the Student's most recent school report
- A written testimonial regarding the Student's character and academic ability and potential, from the current school's Principal or Class Teacher
- Any recent specialist reports that may relate to the Student's learning, such as an assessment conducted by an Educational Psychologist, Occupational Therapist or Speech and Language Therapist

Please note that a professional translation is required if the documents are not in English.

☐ **Subject Options Form (for Students applying into Years 10 to 13)**

- Please ask for a Subject Options Form from admissions@gardenschool.edu.my
- This form is signed by both the Student and a Parent and may be submitted after an application is made

☐ **Application Fee**

Online/Telegraphic Transfer: Should payments be made Online or via Telegraphic Transfer (TT), kindly include an additional amount in view of bank charges and foreign exchange fluctuation (if foreign currency is used) as these charges must be borne by the sender. Kindly include the Student's name as a reference on the transaction. A copy of the transaction document must be forwarded to the School's Admission Office with the sender and student's name.

Our school Bank Details are as follows:

Payable to: GARDEN INTERNATIONAL SCHOOL SDN BHD

Bank: OCBC AL-AMIN Bank Berhad

Account Number: 187-100136-3

Bank Address: 19 Jalan Setiapuspa, Bukit Damansara, 50490 Kuala Lumpur, Malaysia.

Bank Contact No.: +603.8314 9090

Bank Swift Code: OCBCMYKLXXX (applicable to overseas transfer)

As the Ringgit Malaysia (MYR) is not an international tradable currency, please use another currency for overseas transfers. eg. US Dollars, Sterling Pounds, Euro, Australian Dollars, etc.