



ADMISSIONS APPLICATION CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Grade Level: _____
Last Name First Name M.I.

2 recent 2"x2" ID photos
taken within the last month
white background
white shirt w/ collar

Please **attach** 2 copies here
(DO NOT staple)

Prior to submitting this checklist and the documents listed below please ensure that you have completed these first two steps in the admissions process:

- ___ Complete online application form through Everest Academy Manila website www.everestmanila.com
- ___ Initial admissions interview (schedule will be emailed to you after online application form is submitted)

Please be advised that only complete sets of documents will be received.

- ___ Copy of certified birth certificate or Filipino Identification Certificate (for Filipinos)
- ___ Original baptismal certificate (for Catholic applicants)
- ___ Copy of PSA (formerly known as NSO) certified parent's marriage contract
- ___ Most recent family photo (not more than 1 year old)
- ___ Grade 1-11 applicants: School report cards for the last 2 completed years (Grades 10 and 11 applicants must provide a course description of the Grade 9 and 10 Math and Science classes)
- ___ 2 Letters of recommendation from previous school's principal, guidance counselor or teacher in sealed envelopes
- ___ Photocopy of First Communion certificate (if applicable)
- ___ Special needs report no more than 6 months old (if applicable)
- ___ Affidavit of legal guardianship (if applicable)
- ___ Application Fee: Kindergarten - Php 4000.00; Grade 1-11 - Php 6500.00
- ___ Data Privacy Notice of Everest Academy Manila

For non-Filipino passport holders:

(Authenticated English translation must be provided for documents written in another language)

- ___ Copy of birth certificate
- ___ Copy of passport pages showing bio-page, valid visa and length of stay
- ___ Copy of ACR I-Card
Foreign students with 9A (tourist/balibayan) visas should secure a special study permit. The Registrar's Office will assist in obtaining one after enrollment and classes have started. Foreign Students exempted from securing special study permits are native-born children and those of 9E (diplomats), 9G/SIRV/SRRV/SSWV (investors) and 13G (permanent residents) valid visa holders.

For students previously enrolled in a school outside of the Philippines:

- ___ F-137/Transcript of records for evaluation purposes, from Kindergarten up to the most recent level of schooling, with official English translation

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Checked by:
Printed Name & Signature

Date received:
Month / Day / Year

TO BE FILLED OUT BY SCHOOL PERSONNEL ONLY