

# Application Checklist

Use the following checklist as a personal reference. It is the parent's responsibility to complete all application material and submit it to Admissions Office. The admission process cannot proceed until these materials are received.

All applicants are required to take an entrance exam and interview. At least one parent must be present during the interview. Be sure that the following items are complete before calling the Admission Office to register for an exam and interview.

Brent School

- Completed **Application Form**
- Certified copy of **academic records** showing grades for at least the **past two years**. If written in another language, an English translation must be included.
- Recommendation(s) from former school** (please use applicable form(s) on pages 9-16)  
From a Teacher preferably the homeroom adviser – N, K, Grades 1-12  
From the Principal or Guidance Counselor – Grades 2-12
- Copy of **birth certificate** or **passport** page showing date of birth and picture of the applicant
- Photos:** 2 copies ( 2 x 2 )  
2 copies ( 1 x 1 )
- Copy of **immunization record**
- If the school fees are to be paid by an employer, a letter to that effect on the employer's letterhead.

**FOREIGN APPLICANTS** should also submit the following:

- Copy of the passport pages showing:
  - a. Applicant's picture, date of birth, passport number
  - b. Date of issue and expiration date
  - c. Visa showing length of stay in the Philippines
- Copy of Alien / Immigrant Certificate of Residence (ACR or ICR).

## ADMISSION STATUS DECISIONS

***Accepted***      *Student is approved for admission and the parent/guardian should be prepared to sign the Enrollment Agreement and pay the Slot Reservation Deposit in order to reserve a space within five (5) days from notice of acceptance.*

***Waitlist***      *Student is approved for admission, however, space is not available. The application file will be considered when space becomes available.*

***Denied***      *Students not approved for admission.*

*All applicants, please note: a \$100.00 application & testing fee must be returned with the above forms. Checks should be made payable to "Brent International School Subic".*

Subic Campus  
Bdg. 660I,  
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Subic Bay Freeport  
Zambales 2222  
Philippines

(63) (47) 252-6871 to 73