

Step 1

Complete the application form

All applications can be submitted [online](#). All applications must be accompanied by the compulsory non-refundable registration fee [Card up link here](#) of S\$963.

Step 2

Submit the supporting documents to our Admissions Department

The following documents, must be in original versions, these should be uploaded or emailed to our Admissions Department.

- The last 2 years of, school reports, testimonials and recommendations* from past schools.
- Photocopy of all relevant psycho educational, special education evaluation reports and /or occupational therapy reports* (if applicable).
- Permission slip - Request for Release of Information from past school [Permission Form](#)
 - student's passport(s).
 - student's birth certificate if Singaporean Citizens*.
 - student's immunisation records*. Diphtheria and Measles immunisation is compulsory by law in Singapore.
 - Each parent's passport and/or each legal guardian's passport
- Photocopy of student's Dependant's Pass, Student Pass or NRIC** (Singaporean and Permanent Residents only)**
- Photocopy of each parent's/legal guardian's Employment Pass, Dependant's Pass and/or NRIC** (Singaporean and Permanent Residents only)**

**These documents must be supplied in English. If documents are not in English, parents will need to provide official translated copies. Translations must be carried out by a Notary Public, a Translation Agency or your own National Embassy.*

***For Permanent Residents (PRs) please provide a copy of the re-entry permit indicating the PR number and the re-entry permit expiry date*

Acceptance to SMMIS will be based on a comprehensive review of all requested documentation. This may include, but is not limited to:

- Consideration of a student's age and/or the most recent grade level completed.
- Review of prior school reports.

- Student profile considerations including behaviour, social skills, work ethic, attitude, English proficiency level and additional learning support needs, if any, required by the student at the current school.

SMMIS conduct assessments, and contact teachers at the student's current/past schools. Upon completion of the review process, SMMIS reserves the right to decline an application regardless of whether the applicable documentation and payment of the registration fee is complete or not.

Step 3

Sign the student contract upon acceptance of a place at SMMIS

The SMMIS student contract will be sent to you via *AdobeSign, this must be signed within 14 days from the issue date of the contract to confirm a student's enrolment.

The Student Contract is a legal document that protects and assures the rights and conditions of the Student whilst enrolled at a Private Education Institution (PEI), in this case, the **Sir Manasseh Meyer International School (SMMIS)**

Sign the 4 Forms

- Home School Agreement contract, will be sent to you via *AdobeSign
- Student Health declaration Form, will be sent to you via *AdobeSign
- Emergency Form, will be sent to you via *AdobeSign
- SMMIS Personal Data Policy via *AdobeSign

Step 4

Pay the confirmation fee

An invoice will be issued following only after the contract is signed.

This fee must be paid and received by the School by the due date indicated on the invoice. Should this not happen, both the place offered and the student contract will lapse.