



## ADMISSIONS JOURNEY

MBIS accepts applications for enrollment **throughout the year**. Acceptance is contingent on meeting the admission standards, parental acceptance of year level placement and availability of space at the appropriate year level.

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### STEP 1

#### COMPLETE AN ENQUIRY FORM

Begin the admissions process by completing our "[Placement Test Requisition Form](#)" which takes just a few minutes. Once submitted, our experienced Admissions team will assist you to the next step (Scheduling Student Placement Test).

### STEP 2

#### STUDENT PLACEMENT TEST

YEAR GROUP	TIME (Approximately)	TESTS
Pre-Nursery Nursery	30 - 45 minutes	<ul style="list-style-type: none"><li>• Less emphasis is required on English and numeracy skills, and more on readiness for school socially and emotionally</li><li>• Welcome session in the classroom (if possible)</li></ul>
Reception	30 - 45 minutes	<ul style="list-style-type: none"><li>• English</li><li>• Numeracy Skills</li><li>• General Academic Knowledge</li><li>• Welcome session in the classroom (if possible)</li></ul>
Year 1	1 - 1.5 Hours	<ul style="list-style-type: none"><li>• English</li><li>• Numeracy Skills</li><li>• General Academic Knowledge</li></ul>
Year 2 - Year 11	2.5 - 3 Hours	<ul style="list-style-type: none"><li>• CAT4</li><li>• Reading and Writing</li><li>• Interview</li></ul>
<b>NOTE :</b> 1. Placement test fee of <b>THB 3,000</b> <u>will be charged on the day</u> .		

### STEP 3

#### PLACEMENT TEST RESULT ANNOUNCEMENT

Parents will receive an email "**Offer Of A Place Letter - (OPL)**" within 1-3 working days after the placement test is taken.

- Should the parents accept this offer, please complete the official "[Application Form](#)" (Link also provided in the OPL) and attach all the **Required Documents** to proceed the new student enrolment and visa(s) obtaining process.
- The Accounting Department will send the invoice to the parents. You are requested to pay the school fees stated in the invoice by **no later than the due date** to secure your child's place. If you do not receive the document in 24 hours, please let us know.
- Contact the school office to purchase **Student Uniforms**.



## **Reserving a Place Policy**

The school operates a first-come-first-served enrolment policy. To secure a place for students, parents can opt to pay the deposit of **50,000 Baht**. This amount will then be discounted from the Tuition Fee. The deposit for reserving a place is **Non-Refundable** should parents later choose to withdraw the application. Should the school decline the offer of a place after the 50,000 Reserving a Place Fee has been paid (For example as a result of student assessment) this amount will be fully refunded.

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## **REQUIRED DOCUMENTS CHECKLIST**

### **• All Applicants**

- ☐ 1. [Application Form](#)
- ☐ 2. One Photograph of Student (Passport Size)
- ☐ 3. One Photograph of Each Parent (Passport Size)
- ☐ 4. Student's Birth Certificate
- ☐ 5. Doctor Certified Immunization Records / Vaccination Booklet
- ☐ 6. The Current or Latest School Reports / School Transcript / Interim School Report

### **• Non-Thai Applicants**

- ☐ 1. Photocopy of Student's Passport
- ☐ 2. Photocopy of Parents' Passport

### **• Thai Applicants**

- ☐ 1. Photocopy of House Registration (Student and Parents)
- ☐ 2. Photocopy of Parents's ID Cards