



Admission Procedures: SY 2009-2010

Understanding the Admissions Process:

To be admitted to *NISC*, students must have been previously enrolled in an accredited school and in good standing both academically and behaviorally. Each applicant must complete a *NISC Admissions Form*, a *Student Health Form*, and submit these items along with all attending items as listed below. A student's application for enrollment must contain all requisite items before the student will be considered for admission to *NISC*.

The *NISC Admissions Office* will work with each applicant to ensure that their application for enrollment is complete. Once complete, a student's application for enrollment will be reviewed by the Admissions Committee. The Admissions Committee is responsible for the final admissions decision.

Application for Enrollment:

A complete application for enrollment contains the following:

1. A *NISC Admissions Form* filled out in its entirety.
2. A *NISC Student Health Form* filled out in its entirety.
3. Complete health records pertaining to any issue(s) noted in the *NISC Student Health Form*. Those that do not appear in English need to be officially translated by the applicant.
4. Three current, color passport-size photos of the applicant.
5. A copy of current passport or birth certificate that provides proof of the applicant's month, day and year of birth. Those that do not appear in English need to be officially translated by the applicant.
6. A copy of the current passport of each parent, or official guardian, of the applicant. Those that do not appear in English need to be officially translated by the applicant.
7. Official school records and transcripts for a minimum of the two years prior to the desired date of enrollment at *NISC*. Those that do not appear in English need to be officially translated by the applicant.

Steps for Enrolling at *NISC*:

Each applicant must follow all of these steps to be considered for enrollment.

- Step 1:** Prepare a complete *Application for Enrollment* as listed above.
- Step 2:** Pay the *One-Time New Student Enrollment Fee* (please refer to the *Tuition & Fees: SY 2009-2010* document for description and conditions). This fee is required as both an enrollment deposit and to pay for any admissions testing that may be required.
- Step 3:** If required, an in-person interview of the applicant and/or admissions testing will need to occur. The *NISC Admissions Office* will schedule these for each applicant as needed.
- Step 4:** The *NISC Admissions Committee* will review the case of each applicant and inform the parents or official guardians of their child's acceptance or non-qualifying status in a timely manner.
- Step 5:** Upon acceptance, and applicant is required to pay the required Registration Fee (please refer to the *Tuition & Fees: SY 2009-2010* document for description and conditions). Once this fee has been paid, the applicant will be considered "fully enrolled".

Please contact the *NISC Admissions Office* at (855-23) 886-000 or email to info@niscambodia.com should you have any questions, comments or concerns regarding the *NISC Admissions Procedures*.