

## ADMISSION PROCESS

Your interest in our school means a lot to us

For levels

**PRE-SCHOOL – ELEMENTARY – MIDDLE & HIGH SCHOOL**

**It is necessary to follow these steps:**

1. Fill out the application form.
2. Attach all the supporting documents requested to parents and students in the enclosed list.
3. Registration fee payment should be done at our offices located at Nido Altamira, Cra. 50 # 79- 136. Telephone: 3853172 ext 302 – 307.
  - **Admission fee Nido: \$50.000 COP**
  - **Admission fee Altamira International School: \$80.000 COP**
4. Send the form and all the supporting documents in a closed envelope to our offices located at Carrera 50 # 79 -136, Barranquilla. They must be addressed to: Josefina Solano at “Departamento de Admisiones” (Admission Department). We receive the documents on Mondays through Fridays from 8:00 a.m. to 12:00 m.
5. Once you deliver the admission form, we start the process. The School Counselor, from the area you are applying to, will contact you to set up an interview with parents and evaluate the student.
6. The School will contact you to express the committee's decision 5 working days after the interview.
7. Once the student is approved, the School will inform you the steps you must follow for the tuition process.

**If you need further information, please contact:**  
**admisiones@altamira.edu.co**

**To request an appointment in our campus**  
**You may contact us at : +57 5 3853172 – +57 5 3853577**  
**Nido: ext 313 – 309 – 307 Cell: 3175176048**  
**Preschool: ext 108 – 114 Cell: 3153061761**  
**Elementary: ext 109 – 113 Cell: 3184666453**  
**Middle & High School: ext 101 – 125 Cell: 3157464748**

## DOCUMENTS TO BE SUBMITTED WITH APPLICATION

### 1. STUDENT DOCUMENTS

The applications should be completely filled and should be hand in to the Admission Office with the supporting documents as follows:

- Birth Certificate.
- Copy of ID (identification document) from children older than 7 years or 18 years up.
- For foreign students copy of Bio data page from the Passport and copy of the Colombian Visa.
- Studies Certificate:
  - Preschool and Elementary Student's: Original Certificate from last year studied.
  - Preschool Student's besides should present the Progress Reports from courses before.
  - High School Student's: submit Certificates from 5th Elementary until last course. (Originals).
  - In case you have studied overseas, you should submit Equivalent Certificates and Validations from MEN.
- Last School Report from Students of last school, where you have been studying. (See Altamira Form).
- Free and clear from last school.
- Vaccination Certificates for Pre-School Students.
- Medical Good Health Certificate.
- Eye exam.
- Ear exam.
- One (1) color picture from father size 3 x 4 cms.
- One (1) color picture from mother size 3 x 4 cms.
- Two (2) color pictures from Student size 3 x 4 cms.
- Two (2) recommendation letter from Altamira family member that certifies that knows possible students family, for at least three years.

### 2. DOCUMENTS FROM PARENTS AND/OR SPONSOR (If sponsor take responsibility for student, should submit same documents)

- Copy from ID (identification document) from both parents and/or Sponsor.
- Official Job letter, that include position, salary, years of service and kind of Contract.
- Last three payment slips.
- Tax Certificates from last year with appendixes (General Balance and Results Status)
- Copy of the last 3 bank statements. (Issued by Banks where you have lived in Colombia or Overseas).
- Comm (In case you have your own Company).
- Job Certificate signed by Public Accountant (In case you have your own Company).
- Commercial Referrals with Companies letterhead, from clients or Suppliers (In case you have your own Company).

**In order for the student to be evaluated by the Admission Committee, you should submit the Student Application completely filled in with all the supporting documents to Josefina Solano at the Admission Department, located at Carrera 50 # 79 - 136, Barranquilla - Colombia. Contact number +57 5 3853172 ext. 307**

## SCHOOL'S REPORT FROM STUDENT

This document is very important for the admission process, due to this, the format should be fill out by only one person in the school where the applicant is actually studying or be used before applying to Altamira International School; people as Area Coordinators, Psychology or Teacher who really know the Student. Once it is completely fill out, you should be hand this form in to the Altamira International School, Admission Department, in a sealed envelope.

### Student Information:

Applicant's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Since when is the Applicant in your Institution? \_\_\_\_\_

Please submit three (3) student's strengths.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please submit three areas that student's need - improvements.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Did student finish school with any recommendation or support?

Yes  No

Repeat School year  Academic Support  Emotional Support  Physical support

Please Specify: \_\_\_\_\_  
\_\_\_\_\_

Please specify Student's academic performance:

Outstanding  Average  Low

How is the student's behavior in class and out of class (recess)?

Excellent  Appropriate  Needs discipline support

Please specify if necessary: \_\_\_\_\_  
\_\_\_\_\_

How is the student's relations with his/her classmates?

Excellent  Appropriate  With some difficulties to relate

Please specify if necessary: \_\_\_\_\_  
\_\_\_\_\_

Has the Student been identified with any learning difficulty?

Yes  No

Please specify if necessary: \_\_\_\_\_  
\_\_\_\_\_

### Parent Information

How involved and cooperative have the parents been in school activities?

Very participative     Less participative in activities     Little to no participation

Please specify if necessary: \_\_\_\_\_  
\_\_\_\_\_

How have the involvement of parents been in reference with any academic/and or external recommendation?

Helpful                       Not very helpful                       Not helpful at all

Parents comply with School financial obligations?

Yes                       No                       With some degree of difficulty

Please specify if necessary: \_\_\_\_\_  
\_\_\_\_\_

Please submit brief additional information that can help us in the process to get to know the student and/or parents better:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you consider the student is ready to start or continue a bilingual education?

Yes                       No                       Needs more time

Please specify if necessary: \_\_\_\_\_  
\_\_\_\_\_

Name of School or Nursery School which student used to go:

\_\_\_\_\_

Name and signatures of people who helped fill in this form:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Thank you.**

**This information is confidential, please send it in a sealed envelope directly to Altamira International School Admissions Department. (Carrera 50 # 79 – 136 Barranquilla Colombia) or directly through Parents.**

**If you need any further information that you wish to let us know by phone, or to request an appointment with any Coordinator or Advisor, you may contact us at: 3853577 - 3853172**

**Nido: Ext. 313 – 309 – 307**

**Preschool: Ext. 108 – 114**

**Elementary: Ext. 109 – 11**

**Middle & High School: Ext. 101 – 125**

## FAMILIES IN ADMISSION PROCESS RECOMMENDATION

### \*Requirements to fill out this form.

Is mandatory that this referrall is provided by a family that belongs or use to belong to School, in case is not that way, please state it at the end of this format. **For Altamira International School is very important the referalls you may give us about applying familes, only that way we can guarantee that families comply with school's profile. We trust your comments.** In case you dont know the applicant family, we kindly request do not answer this form and contact us.

### PERSONAL DATA OF PEOPLE INVOLVE ANSWERING THIS FORM

- If you belong to our school, please submit the following:

Father's name: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Name of Student(s):

Level:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If your son/daughter is one of our alumniees, please submit the following:

Student's name: \_\_\_\_\_

Promotion: \_\_\_\_\_

- If you are not a member of our school but you have other bond with us, please specify:

\_\_\_\_\_  
\_\_\_\_\_

### INFORMATION ON APPLICANT FAMILY

#### FAMILY GIVEN THIS RECOMENDATION

\_\_\_\_\_

#### DO YOU KNOW THIS FAMILY?

YES

HARDLY KNOW THEM

NO

#### SINCE WHEN, YOU KNOW THIS FAMILY?

\_\_\_\_\_

**WHAT KIND OF TIES YOU HAVE WITH THEM?**

FAMILY: \_\_\_\_\_

WORK: \_\_\_\_\_

COMMERCIAL: \_\_\_\_\_

NEIGHBOR: \_\_\_\_\_

FRIENDSHIP: \_\_\_\_\_

HARDLY KNOW THEM: \_\_\_\_\_

OTHERS: \_\_\_\_\_

**YOU KNOW THEIR ECONOMIC ACTIVITIES?**

DAD: \_\_\_\_\_

MOM: \_\_\_\_\_

**YOU KNOW WHERE THEY ACTUALLY LIVE?**

\_\_\_\_\_

**DOES THIS FAMILY, IN YOUR OPINION, COMPLY WITH ALTAMIRA PRINCIPLES?**

YES

NO

HARDLY KNOW THEM

**YOU MAY USE THIS SPACE TO ADD ANY INFOR ABOUT THIS FAMILY IF YOU NEED TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE AND DATA OF WHO IS GIVING THIS INFORMATION**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Thanks for your information, we will contact you soon to verify data you have submitted.**

**Any other info you may contact us by: [admisionesnido@altamira.edu.co](mailto:admisionesnido@altamira.edu.co) - [admisionespreescolar@altamira.edu.co](mailto:admisionespreescolar@altamira.edu.co)  
[admisionesprimaria@altamira.edu.co](mailto:admisionesprimaria@altamira.edu.co) - [admionessecundaria@altamira.edu.co](mailto:admionessecundaria@altamira.edu.co)**

**Tels: 3853172 – 3853577 Nido: Ext 313 – 309 Preschool: ext 108 – 114 Elementary: ext 109 – 113  
Middle & High School: ext 101 – 125**