

DOCUMENTS TO BE SUBMITTED WITH APPLICATION

1. STUDENT DOCUMENTS

The application should be completely filled out and should be turned in to the Admission Office with the supporting documents as follows:

- Birth Certificate.
- Copy of Tarjeta de Identidad (national ID) (children older than 7 years) or copy of cédula (18 years up).
- For foreign students copy of Bio data page from the Passport and copy of the Colombian Visa.
- School Certificate:
 - Students for Pre-School and Elementary: Original Certificate from last year studied.
 - Students for Pre-School besides the Progress Reports from courses before.
 - Students for High School submit Certificates from 5th grade Elementary until last course. (Originals).
 - In case you have studied overseas, you should submit Equivalent Certificates and Validations from MEN (Colombian Ministry of Education).
- Last School Student Report Card of last school, were you have been studying. (See Altamira Form).
- Certificate and/or letter stating you have complied with withdrawal procedures from last school.
- Vaccination Certificates for Pre-School Students.
- Medical Certificate certifying student presents good health.
- Results of Eye exam.
- Results of Ear exam.
- One (1) color picture from father size 3 x 4.
- One (1) color picture from mother size 3 x 4.
- Two (2) color pictures from Student size 3 x 4.
- Two (2) recommendation letters from Altamira family members that certify they know and recommend prospective students family, for at least three years.

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

- Copy from Cédula from both parents and/or Sponsor.
- Official Job letter, that include position, salary, years of service and kind of Contract.
- Last three wage or salary 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).
- Chamber of Commerce Certificate and Matricula Mercantil (In case you have your own Business).
- Job Certificate signed by Public Accountant (In case you have your own business).
- Commercial Referrals with Company's letterhead, from clients or Suppliers (In case you have your own business).

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 the Admissions Office, located at Carrera 50 # 79 – 136, Barranquilla