



DOCUMENTS TO ATTACH TO THE APPLICATION FOR ADMISSION

Some documents must be filled out online and will be sent directly to the admissions department, the rest will be requested at the beginning of the admission process and must be sent to the following email: admisiones@altamira.edu.co

STUDENT DOCUMENTS

Original Birth Certificate (Children under 7 years old) Scan both sides of the Identity Card (Children older than 7 years old) or photocopy of the ID card (older than 18 years old).

➤ For Foreign Students:

If the student comes from abroad, he/she shall present Certificates from the School of origin duly legalized by: Ministry of Education or educational authority in charge for such purpose in the country of origin:

- Apostille stamp affixed by the Ministry of Foreign Affairs or the entity in charge of this procedure (Hague Convention) in the country of origin; or in its absence for countries that do not belong to the Hague Convention, authenticated or stamped by the Colombian Consul in the country of origin and countersigned by the Colombian Ministry of Foreign Affairs.
- Translation into Spanish of the documents presented, if in a different language, elaborated by an official translator from the list of registered translators of the Ministry of Foreign Affairs.
- Legible photocopy of the identity document: Identity Card or Citizenship Card if Colombian; for foreigners, Passport, Student Visa or Alien Registration Card.

Certificates of studies:

- Preschool and Elementary applicants: transcripts from the LAST year completed.
- Applicants to Secondary School: Submit transcripts from 5th grade of Primary School up to the year immediately prior to the one you are entering.
- Applicant's School Report Form must be completed by the previous Educational Institution.
- Complete one or two Letters of Recommendation from families of the school who have known the applicant family for a minimum of one year. In case of not having recommendations, do not provide them.
- School's previous school's Peace of Mind, up to date.
- Proof of withdrawal from the SIMAT (Integrated Registration System) of the school where the student was enrolled. Once the student has been withdrawn from his/her previous educational institution.



Medical certificates:

- Medical Certificate of good health, sight and hearing.
- EPS or prepaid medicine certificate
- Legible photocopy of vaccination card, and/or PAI (Expanded Program of Immunization) report for preschool and elementary school students.

DOCUMENTS OF PARENTS AND/OR GUARDIANS

Both parents must present the following documents

- Identity card on both sides of the parents or whoever has parental authority over the minor (in the latter case, this document must also be sent) and of the delegated guardian. If they are foreigners, scan the first page of the passport.
- Power of attorney signed by the parents or the parent who has custody of the student in case of appointing a delegated guardian.
- Letter of employment on letterhead indicating position, salary, time of service and type of contract. Applies also for foreign companies.
- Certificate of income issued by a public accountant (only for independent workers).