



## ADMISSION APPLICATION DOCUMENTS

The following documents must be scanned and sent to:  
**[admisiones@altamira.edu.co](mailto:admisiones@altamira.edu.co) & [lduque@altamira.edu.co](mailto:lduque@altamira.edu.co)**

### 1. Student Documents

- Birth certificate (under 7 years old Colombian citizens)
- ID card if candidate is between 7-17 years of age, only for Colombian citizens.
- **For Foreign Students:** We require a student visa or equivalent, which is the apostille of their birth certificate from their country of origin and its translation to Spanish, before the Colombian Consulate *from their country of origin*. Not Colombia. Once apostilled and translated, you must register it before the Registraduría Nacional en Colombia to make it valid for the school.
- In addition, provide a scanned copy of the first page of the student's passport.
- One or two Recommendations from College families who have known the applicant family for a minimum of one year. If you do not have recommendations, do not provide them.
- Family Pictures

#### 1.1. Study certificates

- Original certificates of previous years in other schools signed by the school Director and Academic Secretary (if applicable).
- For Colombian and foreign candidates, according to the following instruction, depending on the level where they are applying to, it is required:
  - **Preschool or Elementary:** The last grade attended (if any).
  - **6th – 10th:** From the last grade in Elementary (equivalent to 5th grade in Colombia) until the current grade.
- If you have studied abroad, you must have your transcripts apostilled at the Colombian Consulate from your country of origin, translated into Spanish and then validated by the Ministry of National Education in Colombia, as a requirement for enrollment.
- **Applicant's School Report Format** must be filled out by the previous Educational Institution.

#### 1.2. Medical certificates:

- Immunization record, only for preschool children.
- Medical certificate of good health, sight and hearing.

### 2. Documents Of The Parents And/Or Guardians

- ID scanned on both sides of both parents and/or guardian. If they are foreigners: first page of the passport of both parents.
- Work certificate of both parents (Employees) indicating position, salary, length of service and type of contract. It also applies to foreign companies.
- Income certificate signed by an accountant (only for independent workers)

Versión: 2

Fecha: 28/08/2023