



## ENROLLMENT LEAFLET 2019-2020





## ADMISSIONS PROCEDURE FOR ACADEMIC COURSES

Dear Applicant, this leaflet is intended to guide you through the application and admissions process to **Dublin Oak Academy**. It consists of three stages:

### Stage 1: Application forms and documents

An application to **Dublin Oak Academy** is based on the receipt of all the following documentation:

1. Student Information
2. Contact information
3. Parent's Report
4. Recommendation form
5. Application Form
6. Psychological Report\* <sup>(1)</sup>
7. Physician's Report signed by a doctor
8. Copy of the most recent official school grades
9. Family photo
10. TUSLA Form
11. 1 Photocopies of applicant's passport
12. Birth Certificate

<sup>(1)</sup>A psychological report is required for each applicant. Oak International will provide the contact for the psychologist who will apply the test and release this report to the Academy. This information is confidential and will be viewed by authorized staff only.

### Stage 2: Proceeding

Applicants will receive a confirmation email with the decision of the Admissions Council. This may take **up to 15 days** for validation. If the Admissions Council decision results in **proceeding** status you will be required to send Supporting documentation (Stage 3). If not you will receive a non-acceptance letter. There are no guaranteed or reserved places. Placement is subject to availability in each level. If a level is full, it is possible that a waiting list will be set up by the Admission Council.

### Stage 3: Supporting documentation

In this stage, it is required a deposit of 3,000 EUR(Application fee) to secure a place for the proceeding applicant. Applicants will be given **20 working days** to send the following documents to **Dublin Oak Academy** directly.

- Parents Agreement
- Flu Vaccination Consent
- 2 Recent Passport-size color photographs
- Medical Care Authorization Forms

Only when full supporting documentation is sent to **Dublin Oak Academy**, with the enrollment agreement signed, and the deposit reception confirmed in writing by **Dublin Oak Academy**, you will have completed the application process and be officially accepted. However, be aware that Dublin Oak Academy will not review any incomplete application. If the school secretary does not receive the supporting documentation within the given time, the application may be considered null and void.

### Acceptance

You will receive an email from **Dublin Oak Academy** informing about the acceptance of your child.

## ADMISSIONS PROCEDURE FOR SUMMER COURSES

Dear Applicant, this leaflet is intended to guide you through the application and admissions process to **Dublin Oak Academy**. It consists of one stage:

### Stage 1: Application forms and documents

An application to **Dublin Oak Academy** is based on the receipt of all the following documentation:

- Student Information
- Contact information
- Parent's Report
- Physician's Report
- Copy of the most recent official school grades
- Family photo
- Applicant Passport
- Medical Authorization Forms
- Parents Agreement

Only when full documentation is complete, you will have completed the Stage 1 process and be change to Request sent status.

\*It's important to deliver the original Parents Agreement and Medical Authorization forms properly filled and signed to your Oak Representative and keep a copy for you.

### Acceptance

You will receive an email from **Dublin Oak Academy** informing about the acceptance of your child.



## NEED HELP WITH THE APPLICATION?

We have agents around the world willing to assist you through the application process. We offer unparalleled service, excellent professionalism, and the highest ethical standards. All our agents are well trained to ensure they have the answers to your questions and the knowledge to make your application process easier.



### Mexico

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