

ADMISSIONS PROCESS (MALAYSIAN)

STEP 1

ADMISSIONS PROCESS STARTS

ONLINE ENQUIRY

OPEN DAY OR EXHIBITION

GENERAL ENQUIRIES

**PAYMENT OF ASSESSMENT FEE
AND REGISTRATION FEE**

**FILL IN DIGITAL APPLICATION
FORM + UPLOAD LIST OF
SUPPORTING DOCUMENTS**

Applicant Documents:

- Copy of Applicant's Identification Card (IC)
- Applicant's Birth Certificate
- Recent School Report
- Leaving/Graduation Certificate
- 2 Recent Passport-Sized Photos
- (Primary 1 and Year 1 Only): Immunization Record/Baby Book Copy

Parent Documents:

- Copy of Father's IC
- Copy of Mother's IC
- 1 Recent Passport-Sized Photo (Father)
- 1 Recent Passport-Sized Photo (Mother)

Proof of Payment (Application & Registration Fee)

YES



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STEP 2

ASSESSMENT / INTERVIEW (IF NECESSARY)

ACCEPTED OR NOT

NO

REJECTION EMAIL
SENT TO APPLICANT

YES

OFFER LETTER SENT TO APPLICANT

APPLICANT ACCEPTS THE OFFER BY
SIGNING THE LETTER + UPLOAD ON
DIGITAL APPLICATION PORTAL

CONFIRM ENROLLMENT BY PAYING
THE SECURITY DEPOSIT

1 WEEK AFTER OFFER LETTER ISSUED

Receive invoice of school fee
(to pay via RinggitPay payment
gateway platform

**Kindly take note only cash
and bank transfer allowed*

SCHOOL FEE, UNIFORM AND
BOOKS PAYMENT

EMAIL ALERT:

- WELCOME PACK & VIRCLE (ACADEMIC TEAM)
- POWER SCHOOL & VIRCLE APPS GUIDELINE (REGISTRY TEAM)
- CCA SELECTION (APPLICABLE FOR EARLY BIRD REGISTRATION)

END OF ADMISSION

