

Application for Enrolment

- Kindergarten
- Primary School (up to Year 4)
- Orientation Phase (Year 5)
- Secondary I
- Secondary I (O-Level certificate)
- Upper Secondary (A-Level certificate)

Proposed enrolment date: _____

1. Student's Details

Surname: _____
(as on passport)

Given name(s): _____ Preferred name: _____
(as on passport)

male female

Date of birth: _____ Place of birth/country: _____

all Nationality(ies): _____ Religion: _____

Malaysian nationality? yes no

Reside in Malaysia since/from: _____

Address in Malaysia:

E-Mail: _____ Phone: _____ Mobile: _____

Mother tongue: _____ Family tongue: _____

Additional language(s): _____

Chronic diseases / Allergies: _____

Medication required on regular basis: yes no

If yes, please indicate: _____

Dyslexia* yes no

AD(H)S* yes no

Language learning ability disorder* yes no

Developmental disorder* yes no

*Please attach copy of assessment

Additional disorders (e.g. motor skills / ergo therapeutic / speech therapy):

2. Details on previous Kindergarten Attendance

Has your child previously attended any nursery? yes no

If yes, name of institution: _____

Has your child previously attended any Kindergarten? yes no

If yes, name of institution: _____

from _____ to _____

Language: German English Other: _____

3. Details on School Attendance

Registration for Class: _____ Current Class: _____

Current school: _____

State: _____ Type of school: _____

Expected attendance period at DSKL: _____

School career:

First school enrolment on (Date): _____

- Regular enrolment
- Enrolment upon application
- Deferment*

*Please state reason: _____

Transition from Primary School after Year 4: Recommendation and/or met transition requirements for:

- Secondary I (Year 6 – 9)
- Secondary I (Year 10)
- Secondary II

Transition from Orientation Phase (Year 5) and/or from 6 years of Primary School after Year 5 or 6: Recommendation and/or fulfilled transition requirements for:

- Secondary I (Year 6 – 9)
- Secondary I (Year 10)
- Secondary II

Transition from the Integrated Comprehensive School after Years 5 to 10 – Leaving recommendation for:

- Secondary I (Year 6 – 9)
- Secondary I (Year 10)
- Secondary II

Previously attended school(s) after Year 1:

Name of school	Country/ State	From-to	Year

Foreign languages:

1. Foreign language: _____ Since Year: _____

2. Foreign language: _____ Since Year: _____

3. Foreign language: _____ Since Year: _____

Upon change of school at secondary level:

- The previously attended school applies the
- G9-System (13-year System)
 - G8-System (12-year System)

4. E-Mail address for Communication between the Family and DSKL

5. Details on Parents (Guardian)

If one parent is not the legal guardian, this information is to be added under section 7.

Mother / Guardian

If the guardian is not the biological mother of the child, please attach written proof of custody.

Surname, first name: _____

Custody: sole joint

Nationality(ies): _____ Mother tongue: _____

If German is not mother tongue, does she have German language skills? yes no

Profession: _____

Company (Name, Address, E-Mail): _____

E-Mail private: _____ Mobile private: _____

Father / Guardian

If the guardian is not the biological father of the child, please attach written proof of custody.

Surname, first name: _____

Custody: sole joint

Nationality(ies): _____ Mother tongue: _____

If German is not mother tongue, does he have German language skills? yes no

Profession: _____

Company (Name, Address, E-Mail): _____

E-Mail private: _____ Mobile private: _____

Guardian (Other)

Surname, first name: _____

Custody: sole joint

Nationality(ies): _____ Mother tongue: _____

If German is not mother tongue, does he/she have German language skills? yes no

Profession: _____

Company (Name, Address, E-Mail): _____

E-Mail private: _____ Mobile private: _____

6. Emergency Contact in Malaysia

Surname, First name: _____ Language: _____

Phone private: _____ Mobile private: _____

7. Additional Contact Person

Surname, First name: _____

Relationship to child (e.g. Aunt): _____

Address private: _____

Phone private: _____ Mobile private: _____

8. Additional Information regarding the Child

9. Information for Emergencies

Which hospital should your child be admitted to in case of an emergency?

Blood type of the child (if known): _____

Vaccinations* according to vaccination certificate available: yes no

*Please note that all DSKL students must be vaccinated in accordance with the recommendations of the Robert Koch Institute and the “Auswärtiges Amt”.

Paracetamol, Ibuprofen/Anthihistaminica may be given in case of emergency, f.e. during class trips: yes no

Risk factors (e.g. drug intolerance, diabetes, allergies, etc.):

10. Payment information

Private payer

Company payer

Declaration of Consent:

- I hereby agree that in the event of an emergency, my child will be taken to the above-mentioned hospital by taxi or private vehicle accompanied by a teacher. In special cases, the nearest hospital may be approached.
- The attending physician shall be free to decide on any necessary treatments, such as medication, injections, vaccinations.
- I undertake to present the current copy of my child’s visa.
- I acknowledge the terms of payment and the rules and regulations of the German School as well as the statutes of the German School Association Kuala Lumpur, in particular that the non-refundable registration fee is due after registration.
- I agree that my child participates in all domestic excursions and field trips.

- I am aware that the school shall assume no responsibility or liability beyond the accident and liability insurance. This shall particularly apply to the loss or damage of personal property.
- The school or the coordinator of an extracurricular activity shall not be liable for any accident, injury or illness of persons involved.
- I agree to the recording and publication of my address and telephone number among the school community.
- I hereby agree that images of my child, if necessary including his/her name on class photos and photos of activities of DSKL may be published in relevant pages of the Internet for documentation and public relations purposes (e.g. website, social media, yearbook and publications of the sponsoring institutions such as ZfA [Central Agency for German Schools Abroad], BVA [German Federal Administration Office]).

Attachments must include the following Documents:

- Completed application form for membership of the German School Association (DSM)
- Completed bus registration form if the school bus service is being used
- Copies of the student's passport and visa are to be submitted after school admission
- Copy of the parents' passport
- Copies of current certificates including certificate of promotion to the higher level
- If school change occurs during current year: report card of the school the child leaves
- School career recommendation letter (refer to section 3)
- For students aiming to pass the DSKL A-Level examination: evidence (certificates) of the school year in which the acquisition or completion of a foreign language began or ended (copy or certificates stating foreign languages)
- If applicable, proof of custody (if one / both guardians are not the biological parents)
- Copy of vaccination certificate
- Digital passport size photo

The burden of proof regarding completeness of the registration documents lies with the parents!



DEUTSCHE SCHULE KUALA LUMPUR
SEKOLAH JERMAN KUALA LUMPUR

The child can be considered in the allocation of vacant places only upon complete submission of the required registration documents stated above. Otherwise, the application may not be processed.

Place/Date

Signature of Guardian