

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:

Phone number: _____ Mobile: _____

Student's E-Mail: _____

Mother tongue: _____ Family language: _____

Additional language(s): _____

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

1st Foreign language: _____ Since Year: _____

2nd Foreign language: _____ Since Year: _____

3rd Foreign language: _____ Since Year: _____

Upon change of school at secondary level:

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

Guardian (Father)

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

Surname, first name: _____

Child Custody: sole joint

Profession: _____

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

E-Mail private: _____ Mobile private: _____

Nationality(ies): _____ Mother tongue: _____

If German is not his mother tongue, is he proficient in the German language? Yes No

Guardian (Mother)

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

Surname, first name: _____

Custody: sole joint

Profession: _____

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

E-Mail private: _____ Mobile private: _____

Nationality(ies): _____ Mother tongue: _____

If German is not her mother tongue, is she proficient in the German language? Yes No

Guardian (Other)

Surname, First name: _____

Custody: sole joint

If German is not her/his mother tongue, is she/he proficient in the German language? Yes No

Profession: _____

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

E-Mail private: _____ Mobile private: _____

Nationality(ies): _____ Mother tongue: _____

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. Persons authorized to pick up your child/children

Name: _____ Relation: _____ phone #: _____

Name: _____ Relation: _____ phone #: _____

Name: _____ Relation: _____ phone #: _____

9. Additional Information regarding the Child

10. Information for Emergencies

Blood type of the child (if known): _____

Vaccination according to vaccination record available: Yes No

*Please note that tetanus and measles vaccinations are mandatory for all DSKL students.

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

11. Payment Information

Payment method

- Private Payer
 Company Payer

Zahlungsoptionen

- annual
 semi-annual
 quarterly

Declaration of Consent:

- I hereby agree that in the event of an emergency, my child will be taken to the nearest hospital by taxi or private vehicle accompanied by a teacher.
- 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.
- 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 school accident and school 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 hereby certify that our family has adequate health and liability insurance coverage.
- 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]).
- I wish that the following WhatsApp number will be forwarded to the class parent representative for inclusion in the class WhatsApp chat:

Name: _____ WhatsApp number: _____

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
- Copy of the student's passport and visa (visa copies 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
- Proof of liability insurance
- Digital passport size photo

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

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