

STUDENT ENROLLMENT PROCEDURE

To enroll your child in the Yogyakarta Independent School (YIS), you need to complete the seven-step procedure below, either (A) by submitting the completed Enrollment Form directly to the school, or (B) by completing the Enrollment Form online.

OPTION A: ENROLLMENT IN SCHOOL	OPTION B: ENROLLMENT ONLINE
1. Visit the school and introduce your child to the YIS Principal/Vice Principal and classroom Teacher.	1. Visit the YIS website www.yis-edu.org
2. Collect, complete and submit the YIS Enrollment Form.	2. Download the Enrollment Form, complete the required information and submit it by email to enrollment@yis-edu.org
3. Provide photocopies of passports, visa and KITAS of parents and child.	3. Attach scanned copies of passports, visa and KITAS of parents and child
4. Provide two passport-size photographs of your child (4x6 cm).	4. Attach scanned passport and digital passport photograph of your child.
5. Provide photocopies of the report card from your child's previous school.	5. Attach scanned copies of the report card from your child's previous school.
6. Pay Tuition Fee for your child and attach a photocopy of bank transfer.	6. Transfer Tuition Fee for your child and attach scanned copy of transfer.
7. Collect a YIS Parents and Students Handbook from YIS front office.	7. Download your digital copy of the YIS Parents and Students Handbook from our website.

After completion of the above enrollment procedure, your child is now ready to join our school.