

CALCUTTA INTERNATIONAL SCHOOL SOCIETY



724, ANANDAPUR, KOLKATA 700107 WEST
BENGAL, INDIA

Phone-7044499660/7044499661

E-mail: admission@calcuttais.edu.in

www.calcuttais.edu.in

APPLICATION FORM

REGN NO:..... [CIS USE ONLY]

APPLICATION DATE:

Please insert a recent passport size photo of the child here.

ADMISSION SOUGHT FOR	GRADE	
	ACADEMIC SESSION WITH ANTICIPATED DATE	

APPLICANT INFORMATION

NAME:

FIRST

MIDDLE

LAST

D D M M Y Y Y Y

DATE OF BIRTH: SEX (Male/Female):

STUDENT NATIONALITY.....

STUDENT'S CURRENT ADDRESS:.....

City:.....State:.....

Pin:.....Country:

SCHOOL HISTORY OF APPLICANT

Please list most recent school first. Please submit all school records.

No	Name of School	City/ Country	Contact name Email contact	Years attended	Language of instruction	Academic Board of Instruction	Reason for Leaving
1.							
2.							
3.							
4.							
5.							

LANGUAGE

Applicant's most proficient language

Additional languages spoken at home (if any)

Foreign languages studied & Number of Years Studied.....

SUPPORTIVE SERVICES

Has your child ever been tested and/or received help in the following areas? If YES, please submit the updated evaluation report and the ongoing therapy reports.

	Tested		Received Help	
ESL	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Speech & Language	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Learning Difficulties	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Reading/Literacy	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Emotional/ Behavioral	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
Other	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N

Has your child ever repeated a grade?

Y N

If YES, mention the grade(s) and reasons

.....
.....

Has your child ever been asked to withdraw/been suspended from school?

Y N

If YES, state reasons.....

.....
.....

AWARDS/SPECIALHONORS

Has your child received any special honors, awards, recognition for any talent or ability in arts, sports, academic subject, or extra-curricular activities?

If YES, please list below.

.....
.....
.....
.....

ADMISSIONSTESTINFORMATION

Students seeking admission in Grades 9 and above may choose the subjects in which they wish to be tested for admission. The English admission test is mandatory, and students may choose 2 additional subjects for testing. The subject choices are: Economics, Mathematics, Physics, Psychology, History, Chemistry, Biology, Business Studies (or Commercial Applications), Computer Science, Geography, and Accounts (or Commercial Studies). Please list the student's choices below.

1. English
2.
3.

**PARENT INFORMATION
(FATHER)**

Please insert a recent passport size photo of the father here.

FIRST NAME

MIDDLE NAME

LAST NAME

DATE OF BIRTH:

NATIONALITY:..... **STATUS:** FOREIGN/NRI/ INDIAN

CURRENT ADDRESS (if different from student's current address):

.....
 City: State: Pin:..... Country:

CONTACT INFORMATION:

RESIDENCEPHONE(S)	
OFFICE PHONE(S)	
MOBILE NUMBER	
E-MAIL (Mandatory)	

OCCUPATION:

NAME OF ORGANIZATION:.....

DESIGNATION:

OFFICE ADDRESS:

EDUCATIONAL QUALIFICATIONS :(Highest documented academic qualification certificate to be attached.)

	INSTITUTION	PLACE	EXAM/DEGREE	YEAR
SCHOOL				
COLLEGE				
UNIVERSITY				
CORE COMPETENCY				

ALUMNUS OF CIS: YES/NO IF YES, YEARS IN CIS: FROM.....TO.....

**PARENT INFORMATION
(MOTHER)**

Please insert a recent passport size photo of the mother

FIRST NAME

MIDDLE NAME

LAST NAME

D D M M Y Y Y Y

DATE OF BIRTH:

NATIONALITY:..... **STATUS:** FOREIGN/NRI/ INDIAN

CURRENT ADDRESS (if different from student's current address):

.....

City: State: Pin:..... Country:

CONTACT INFORMATION:

RESIDENCEPHONE(S)	
OFFICE PHONE(S)	
MOBILE NUMBER	
E-MAIL (Mandatory)	

OCCUPATION:

NAME OF ORGANIZATION:.....

DESIGNATION:

OFFICE ADDRESS:

.....

EDUCATIONAL QUALIFICATIONS :(Highest documented academic qualification certificate to be attached.)

	INSTITUTION	PLACE	EXAM/DEGREE	YEAR
SCHOOL				
COLLEGE				
UNIVERSITY				
CORE COMPETENCY				

ALUMNUS OF CIS: YES/NO IF YES, YEARS IN CIS: FROM.....TO.....

Have you applied to CIS earlier: Yes/No. If yes, Year..... Reg.No

Applicant resides with

Father Mother Both Guardian (Please provide relevant documents)

Are Parents Separated Divorced (Please attach the legal/custodian papers)

SIBLING INFORMATION

If any sibling had studied /is studying in CIS: YES/NO

Name of Brother/Sister	CIS Reg. No	Grade/Graduation Year

If NO

Name of Brother/Sister	Present School & Grade

REASONS FOR CHOOSING CIS

How did you hear about CIS? Through an advertisement, friend, the school website, and/or any member of the CIS community (please include name of student, parent, staff member).

TWO REFERENCES (They may be members of the CIS community or any other personal reference. All references must be known to you personally and must agree to being listed here.):

	NAME	CONTACT NUMBER	CISS Membership No (In case of CIS Parent)
1			
2			

Have you ever given any financial or other donation to CIS? If yes, please state the date and nature of the donation.

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Application Instructions

(1) REGISTRATION PROCESS

- Applicants must pay a nonrefundable application fee of rs.5000. Any local applicant (Kolkata candidate) applying after the deadline of that academic year will be considered a late application hence Additional fees for late application will be charged of Rs. 15000/-.
- Application fees are not refundable and applicants are requested to review admission requirements including age criteria carefully before submitting their application. Please refer to the website or contact the admissions office for further information.

- The payment is to be made by direct deposit in favour of “Calcutta International School Society.”

Direct Deposit Information

Beneficiary: Calcutta International School Society

Bank Name: HDFC Bank Ltd

Bank Branch: 241Nabapally Rajdanga, Kasba, Kolkata 700107

Account No: 50100220818680

RTGS/NEFT/IFSC Code: HDFC0001923

*Please clearly state Application Fee with the name of the child and class for which admission is being sought.

Draft Information

Drafts may be delivered to our school office. Please contact the admissions officer to coordinate payment.

(2) SUPPORTING DOCUMENTS TO BE PROVIDED(Original documents may be requested for verification)

- Birth Certificate of the applicant
- Updated Inoculation records of the applicant
- Aadhaar Card/passport of the applicant and both the parents (for Id proof and Address proof)
- Passport of the applicant and each parent (if available).
- 3years complete academic school records (including all terms) of the applicant.
- Highest academic certificate of both the parents.
- Employment proof of each employed parent (Employment Certificate if in service, or letter on Company Letterhead if self-employed).
- The transfer letter of the parent from the organization (if getting transferred from other city)
- Updated evaluation report along with the therapy reports for Special Need Applicants.
- Legal/Custodian Papers/NOC if the parents are divorced or mutually separated.
- Death Certificate, in case of demise of any parent.
- Authorization letter for local guardian (if applicable)

(3) Please attach deposit confirmation for payments made to the Bank along with your application form.

(4) All supporting documents must be submitted in PDF format along with the completed Application Form within 2 weeks in order to avoid invalidation of the application.

(5) Submission of application does not guarantee admission.

(6) Reapplications within the same year will not be considered.

Declaration of Admission Integrity

At Calcutta International School we value and promote integrity in all facets, starting with the admission process.

In order to ensure that the integrity of our admission process is met, we ask the parents of all applicants to carefully review this declaration and uphold the processes and underlying principles contained within it.

In this way, we can achieve the very best for the children, by creating an environment built on fairness, trust, and openness.

I/ We, the applicant's parent(s):

- Will not offer any member of the CIS community, including a Board Member, money or any other item of value in exchange for assistance with admissions.
- Will not attempt to influence, threaten, harass, or place undue pressure on any member of the CIS community, including a Board Member, either directly or indirectly.
- Will not misrepresent or deliberately exclude information in the application form. Will not obtain or seek to obtain sample admissions tests or questions.
- Will not obtain or seek to obtain admissions' tutoring from any CIS teacher or other staff member.
- We understand that if the above mentioned guidance is flouted, the admission will be automatically cancelled & the student may be permanently disqualified from applying to CIS in future.

We have read the declaration of admission integrity and agree to abide by the same. We understand that all the information provided by us is subject to verification and if any information is found to be contrary to what we have submitted, we understand that our child's application and/or admission may be canceled or revoked.

.....
Signature of Father

.....
Signature of Mother