

Checklist for Submitting an 'Online Application' Form

1. Before starting OAS 'Online Application' form, make sure you have:

- Your child's HK ID, passport or birth certificate number and date of birth details;
- If your child has siblings, their HK ID, passport number and date of birth details;
- Details of child's previous school history, school name, grades attended etc..;
- A digital photo of the student saved on your computer;
- Your credit card details for online payment of application fee. You will be requested to enter the 3 or 4 digit code found on the back of your credit card. If you decide to use a VISA card issued by a bank which has launched the "Verified BY VISA" or MasterCard Secure Code, you will be required by the bank to provide details for verification.
- Allow yourself 30-40 minutes to complete; suggested maximum time for online form is 60 minutes.

2. After submitting the OAS 'Online Application' form.

A. General Applications

If you are applying under General Applications, the following **supporting documents** must be submitted to the school of zone according to your Hong Kong residential address. To determine the school of zone, please refer to ESF School Zone document on the website. If in doubt, you may call the school of zone or email admissions@esfcentre.edu.hk to enquire. An application can only be considered when the necessary documents and application fee are received by the school of zone.

- Copy of completed 'Online Application' form or the Application slip/acknowledgement email;
- Copy of application fee online payment result;
- Copy of student's current and last year's school reports;
- Copy of child's passport and current visa status for Hong Kong;
- Copy of parent's passport showing current visa status in Hong Kong;
- Copy of parent's and child's identity cards, if applicable;
- Proof of HK address document - a personalized copy of lease or utilities bill (bank statements are not accepted);
- A reference letter from your child's current school (for secondary application);
- Copies of examination certificates/results (for Year 12 applicants);
- Two recent photographs of the student.

B. Central Applicants (Year 1 and Year 7) for academic year 2012/13.

Application period: 1-30 September 2011

If you are applying under Central Applications, the items below must be sent by 'registered mail' to the **English Schools Foundation, Central Admissions (Year 1 or Year 7), 25/F, Fortis Centre, 1063 King's Road, Quarry Bay, Hong Kong** for application to be complete. **Support documents** should be received by the English School Foundation no later than 6 October 2011 for Central Application processing. For Late Applications submitted after 30 November, please send your supporting documents directly to the school of zone.

Year 1 (born in 2007)

- Copy of completed 'Online Application' form or the Application slip/acknowledgement email;
- Copy of application fee online payment result;
- Copy of child's passport/birth certificate;
- Proof of HK address document – a personalized copy of lease or utilities bill (bank statements are not accepted);
- Two recent photographs of the student.

Year 7 (born in 2001)

The supporting documents are the same as General Applications listed above in A.

C. Corporate Surety Applications for August 2012 admissions**Application period: 1 January-30 June 2012**

If you are applying under Corporate Surety Scheme, the items below must be sent to the **English Schools Foundation, Attention of the Admissions Manager at 25th/F, Fortis Centre, 1063 King's Road, Quarry Bay, Hong Kong** for application to be complete.

- Copy of completed 'Online Application' form or the Application slip/acknowledgement email;
- Copy of application fee online payment result;
- Copy of student's current and last year's school reports;
- Copy of child's passport;
- Copy of parent's passport;
- A reference letter from your child's current school (for secondary application);
- Copies of examination certificates/results (for Year 12 applicants);
- Two recent photographs of the student.
- Corporate Surety Application Form (completed by the sponsoring company) with a cheque for the Surety Fee amount