



Check List 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 Kindergarten history, if applicable;
- 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 Kindergarten. An application can only be considered when the necessary documents and application fee have been received by the Kindergarten.

- 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 and current visa status for Hong Kong;
- Proof of HK address document e.g. personalized copy of lease, utilities bill, etc...;
- Two recent photographs of the student.
- A copy of the immunization/vaccination card
- Any medical reports that may assist in processing this application.

B. Central Applicants (K1) for academic year 2017-2018.

K1 (born in 2014)

Application period: 1-31 October 2016

If you are applying under Central Applications, the items must be sent by registered mail to the **Kindergarten** for application to be complete. **Supporting documents** should be received by the Kindergarten no later than 7 November 2016 for Central Application processing. The supporting documents are the same as above for General Applications.