

**REGISTRATION PROCEDURES FOR NEW STUDENTS
SCHOOL YEAR 2014-2015
REGISTRATION PERIOD**

Monday, August 4 – Monday, August 11, 2014

Student registration hours for all offices from **8.30 a.m. to 2.00 p.m.** only

DOCUMENTS NEEDED FOR REGISTRATION

1. Completed and signed REGISTRATION FORM
2. Record of Medical Examination completed and duly signed by a physician at hospital or clinic.
3. Copies of passports and non-immigrant visa of student and one parent
4. Copies of Thai birth certificate (for students born in Thailand only)
5. Two photos (2" x 2") for student file and identification card
6. Copies of previous school reports (Schulzeugnisse)

PROCEDURES FOR REGISTRATION

I. SCHOOL CLINIC (AD114)

1. Present a completed RECORD OF MEDICAL EXAMINATION form duly signed by a physician at a hospital or clinic. Reports within six months may still be used. The following must be included:
 - a. Eye Check
 - b. Dental Check
 - c. Audiometric Hearing Test
 - d. Urinalysis
 - e. Physical examination
 - f. Complete blood count (Note: Students under 12 years of age are required only the test for Blood Group.)

Parents may take their child to nearby Ramkamhaeng Hospital on Ramkamhaeng Road in Hua Mark or Vejthani Hospital on Lardprao Road in Bangkok for a complete medical examination.

2. Produce results of either X-ray or tine test. (*Only one* is required.)
3. Submit completed SCHOOL CLINIC CARD with duly signed PARENT CONSENT FORM for school file.
4. Secure signature of School Health Officer / Nurse on REGISTRATION FORM.

II. SWISS SECTION OFFICE

1. Pay entrance fee of 165,000 Baht per student
2. Pay fee for Campus Development Fund (refundable) of 200,000 Baht or (optional) registration fee of 20,000 Baht per student
 - Check payments to **RIS SWISS SECTION**
 - Money transfers to **Bangkok Bank Public Co., Ltd. Minburi Branch, Savings Account No.145-4-075290 and Account Name "RIS SWISS SECTION" SWIFT CODE: BKK BTH BK** (Foreign transactions only)
3. Secure Finance Officer's signature on REGISTRATION FORM and obtain RECEIPT of all fees paid.
4. Leave REGISTRATION FORM with the Section Office.

ALL FEES MUST BE PAID IN FULL BEFORE A STUDENT MAY BEGIN SCHOOL.

III. OTHERS

1. TRANSPORTATION
Contact Montri Transportation Co., Ltd. for school bus service. (*optional*)
2. SCHOOL UNIFORMS
Uniforms can be purchased or ordered on the first week of school or during the term, every two weeks on Wednesday, at the ground level shop. For urgent cases the RIS uniform store (Ad 116b) is open every day.

All new students should be accompanied by a **parent/guardian** during Registration.