Updated: 29-May-23

Application Process

All applicants are required to submit a completed and signed application form. After this has been completed, an assessment interview will be scheduled where the parents and child can tour the facility and spend time in one of our classroom environments so we can assess the student.

When submitting your application, please follow the steps below:

1: **Complete and sign the Application form** and bring it with the following documents.

Copy of the child's Birth Certificate

Copy of the child's House Registration Book (for Thai students)

Copies of both parents' House Registration Book (for Thai students)

Copy of the child's identification (Thai ID card, or non-Thai Passport)

Copies of both parent' identification (Thai ID cards, or non-Thai Passports)

Copies of both parents' work permit (for non-Thai students)

One passport sized photograph of the student

Non-refundable Application fee paid 4,000 Baht

Please call our office 091-852-9491, or message us on Facebook to schedule an appointment to drop the documents off.

2: **Scheduling** - The student and family will be contacted to schedule an interview an assessment appointment once there is an age-appropriate class slot available. If no placement slot is available, the student will be placed on a waitlist until such time that a slot is available.

3: **Interview and Assessment** – The family will be requested to visit the school so that our staff and review the documents with the family, discuss the details of our program, and assess the child in one of our classroom environments. This process typically should take no longer than 30-60 minutes.

4**: Scheduling** - If the student is accepted into NIMS, you will be notified by email and telephone so that you can schedule an enrollment appointment to visit the school to finalize the enrollment. If it is determined that the student is not a good fit for the school then, you will be notified by email.

5: **Enrollment Appointment** - During this visit, you will be given the school handbook, other required forms, terms and conditions, and finalize payment for the necessary tuition and fees.