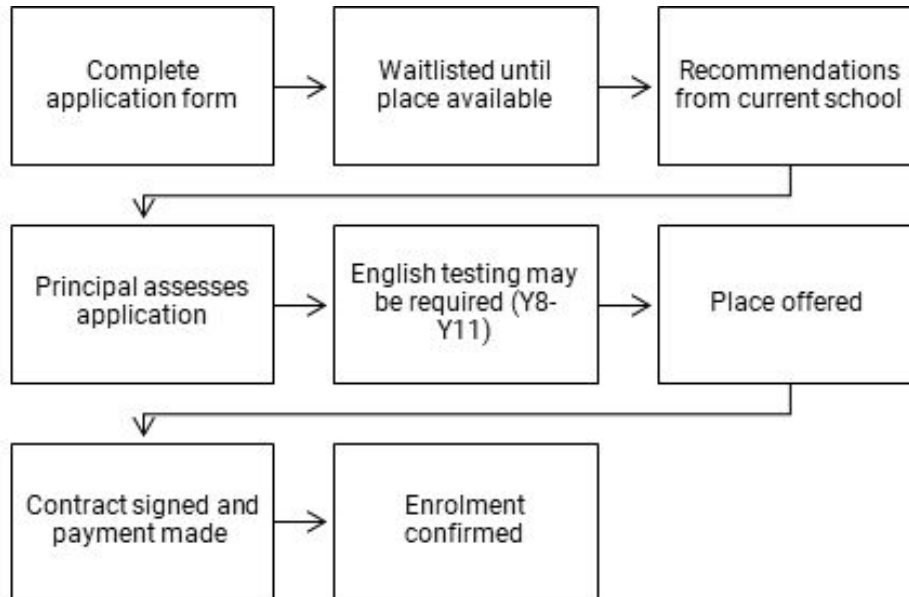




The International School of Lausanne - Application Procedure

Please use this information in order to complete your application process successfully.



Step One: Collect copies of the following documents to be uploaded with the Online Application Form

- School reports for the last two academic years
- Child's passport
- Standardised tests result if available
- Special academic or psychological evaluation results if applicable.

Step Two: Submit the Online Application Form

- On our website, under Admissions, click on "Apply Now"
- Create an account with your email address and press "Send account instructions"
- Log in to the Application form and click on "Add Applicant"
- Fill out each section of the form
- You can save the form at any time and return to it later
- To upload the school reports and passport copies (in PDF format), firstly upload the file by clicking on "choose file" and then you need to press "submit" in order to have the file appear in the application
- When you have completed all sections of the application form, make sure to press save and then submit
- Once your child's application is submitted you will receive a confirmation email and your child's name will be added to our list of applicants.

Step Three: Arrange for your child's current school to complete the recommendation forms

For an application for Year 1 to Year 7, we require 2 recommendations:

- One from their current school principal
- One from their current class teacher

For an application for Year 8 to Year 13, we require 3 recommendations,

- One from their current school principal
- One from their current Mathematics teacher
- One from their current English teacher

Please ask the school to send the completed recommendations directly to us at admissions@isl.ch

Step Four: Waiting for a response

- Our admissions team will inform you by email as to whether a place is available or if your child's name has been placed on our waiting list
- As soon as we receive all the required documents, and should a place be available, our admissions team will forward your child's application to our school principals for assessment
- You may be contacted by the principal or the admissions team during the assessment process if further information is required
- Student's applying for Year 8 to Year 13 may be asked to complete an English test
- The admissions team will inform you by email as soon as possible with the outcome of the assessment of your child's application.

Step Five: Offer of Place

If the outcome of the assessment is positive, you will receive an offer of a place. We will ask you to confirm acceptance of the place within 10 working days.

Step Six: Contract signed and payment made

We will confirm your child's enrolment once the enrolment contract has been signed by both parents, and when the appropriate payment has been received by our finance department.