



ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

Application Procedure

Step 1: Where possible, students interested in the St. Gilgen International School can come and visit us; many students enjoy a day or two of classes and activities before a decision to apply is made.

Step 2: Application Form and Supporting Documentation

An offer of a place at the St. Gilgen International School can only be confirmed once the school has received the required documentation. Please contact the Admissions Office for extenuating circumstances should a document be missing.

List of Application Requirements:

1. Completed and signed "Application for Student Admission Form"
2. Completed and signed "Parent/Guardian Questionnaire"
3. Completed and signed "Student Statement", hand-written in English
4. School Reports/Official School Transcripts (preferably the last two)
5. "Counsellor/Administrator/School Recommendation" if appropriate
6. An English Language Reference (to be completed by an ESL/EFL/EAL teacher) for applicants who do not have English as their Mother Tongue
7. An optional "Arts/Sports/Activities Reference" if appropriate
8. A copy of the student's passport, including pages indicating the passport number, expiry date and place of issue
9. Two recent photographs of the applicant, dated on the back
10. The € 100 (non-refundable) Application Fee

All documents should be submitted in English (the school's language of instruction) or German. Normally the school will respond in writing in English or German.

Step 3: Acceptance

The decision of acceptance will be conveyed to the applicants within 10 working days from receipt of a complete file, and following receipt of any required test results and interview comments. Accepted students will receive the following documents in their acceptance package, electronically and/or by courier or postal services:

1. Acceptance Letter
2. Tuition Invoice with request to pay the €2.000 Deposit
3. School Contract to be signed
4. VISA Information (if necessary)

Step 4: Admission

Complete official school and medical records must be received by the school before the student can be admitted.

