

LIST OF DOCUMENTS FOR ADMISSION

Dear parent, here you will find the list of documents needed for enrolling your child:

- Application Form (see below)
- Photocopy of Vaccination Card
- Eye check (Grade 1 only)
- Photocopy of Parent's passport or ID
- Child's birth certificate and Family certificate
- Two passport size photos 3"X4"
- Report Cards of the last two academic years (for grades 2 and up)
- Admission test results (given by the school)
- In case of child's custody, a notarized court decision
- Residence permit (foreign students only)
- Bank receipt of the tuition fee payment
- Signed admission contract (at school)
- Permission slip for pictures (see below)



ALBANIAN COLLEGE
DURRËS

APPLICATION FORM

The following application form can be downloaded and printed from the website of Albanian College: <http://acdurres.edu.al/>. Please email these forms or bring them to the Admissions Office of Albanian College.

Applications should be completed before your child's interview

INTERVIEW

Contact the Admission Office at admissions@acdurres.edu.al to schedule your interview and campus visit, or call at 00 355 67 203 9413 / 035552200171.

TESTING

We require all applicants to complete the Albanian College English Language Proficiency Assessment. This assessment covers reading, aural comprehension, writing, grammar and spoken English levels. The test is administered on site by the Albanian College Director of Admission.

INFORMATION ON THE APPLICANT

First name, last name of the student	
Birthday	
Place of birth	
Mother's name	
Contact phone number	
E-mail address	
Father's name	
Contact phone number	
E-mail address	
Other important contacts, authorized to pick up your child from school	



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GRADE YOU ARE APPLYING FOR:

Albanian College Durrës

- Early Years
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

Are you interested in transportation?

- Yes
- No



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FOR THE EARLY YEARS

Did your child attend kindergarten or nursery before?

- Yes
- No

If yes, please print the name of the kindergarten _____

Use the toilet independently :

- Yes
- No

Eat independently:

- Yes
- No
- Needs help

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FOR PRIMARY AND MIDDLE YEARS

Previous school _____

Country/State _____

ADDITIONAL INFORMATION

Address: _____

Phone _____

Caretakers Applicant lives with: ___ Both parents ___ Mother ___ Father ___ Other _____



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Applicant's parents: _____ Live jointly _____ Separated _____ Divorced

If parents are separated or divorced, who has custody of the Applicant? _____

Who will be responsible for all fees? _____

Does the applicant have siblings?

Yes

No

Learning and/or emotional concerns do not preclude admission to Albanian College Durres. If information regarding learning and/or emotional concerns is not provided below, Albanian College Durres must assume that no previous document exists that can assist with academic and student life planning or learning accommodations. Though sensitive, this information deserves your candor so that we may better serve your child.

Has your child been tested within the last three years by an educational psychologist or other specialist?

Yes, for what reason, please attach the test result?

No

MEDICAL INFORMATION

1. Does your child have any problems with hearing?

Yes

No



2. *Does your child have any problems with sight?*

- Yes
- No

3. *Does your child wear reading glasses or contact lenses?*

- Yes
- No

4. *Does your child have any known allergies?*

Examples: Drugs(antibiotics such as penicillin), Foods (nuts, eggs, cheeses, wheat, milk, seafood, soya),etc.

- Yes, please specify the allergy kind

- No

5. *Does your child require particular medication?*

- Yes, please specify

- No

6. *Does your child require particular medication to take in an emergency? Ex: Epi-pen*

- Yes, please specify

No

7. *Does your child require a special diet for medical or religious reasons ?*

Yes

If YES, we are unable to accommodate and monitor your child's food. You must provide a packed snack and lunch for your child daily.

No

8 . Is there any health reason why your child should not take part in all the school sport and activities?

Yes, please specify

PARENT CONSENT

I give my permission to the School Doctor or other qualified personnel to administer routine first aid and non-prescription, over the counter medicines to my child when necessary, for example: Paracetamol, sticking plaster, antacid.

Certain medical conditions may require information to be given to selected members of staff. I consent to essential medical information being given to selected staff.

I agree that the School Doctor or other qualified personnel approve medical treatment for my child as is deemed necessary in an emergency.

I acknowledge that it is MY responsibility as a parent or guardian to supply the school with any necessary prescription medication which my child may require and to keep the school updated with any changes in my child's condition.



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Parent's full name _____

Student's full name _____

Signature _____

Date ____/____/____

Permission Slip for Pictures

I, _____ (*parent printed name*), agree that my child _____ (*student printed name*) can be photographed during American College activities, whose pictures can be used for advertisement and published on our website, electronic pages of teachers, social media (Facebook), leaflets etc...

Parent Printed Name _____

Signature _____



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BANK ACCOUNT DETAILS:

Bank :	<u>Raiffeisen Bank Sha</u>	<u>OTP ALBANIA</u>
Beneficiary:	<u>ALBANIAN COLLEGE SHPK</u> <u>M11318026P</u>	<u>ALBANIAN COLLEGE</u>
IBAN EUR:	<u>AL69202110060000000021606170</u>	<u>AL5021311020000000000198246</u> <u>8</u>
IBAN ALL:	<u>AL84202110060000000011606170</u>	<u>AL7721311020000000000198246</u> <u>7</u>
SWIFT:	<u>SGSBALTX</u>	<u>PUPPALTR</u>