



American Embassy School

American Embassy School – New Delhi
Chandragupta Marg, Chanakyapuri
New Delhi 110021
India

Tel: 91-11-2688-8854
Fax: 91-11- 2687-3320
Email: admissions@aes.ac.in
AES website:<http://www.aes.ac.in>

Checklist for Admissions

The following required documentation and payments must be submitted before an application is considered complete.

- AES Online Application**
The online application must be complete, including details for both parents, all siblings and a complete education history (KG to present). Incomplete applications will not be accepted.
- School Reports**
If applicable, transcripts or copies of school reports for two full years and the mid-year report of the current school year. All reports must be in English and include the original non-English version, if translated.
- AES Confidential Recommendation Form(s)**
Pre-Kindergarten – Grade 5 : applicants must submit ONE from the current classroom teacher.
Grades 6 -12 : applicants must submit THREE : (1) from the current English teacher (2) from the current math teacher, and (3) from the Counselor. All Confidential Recommendations must be received directly from the teacher/ counselor.
- Pre-Kindergarten or Kindergarten Developmental Questionnaire**
Completed by parents.
- Passport Information**
Submit photocopies of the information/photo page for both parents and the applicant(s).
- Special Services Reports or Evaluations**
If applicable, please submit any educational-psychological, Occupational Therapy, Speech/Language, Individual Education Plans (IEPs), 504 Plan evaluations or other reports that may be relevant to your child's emotional/social, academic and behavioral development. All reports must be in English and include the original non-English version, if translated.
- Employer Verification Letter**
Parents/applicants not holding US diplomatic passports must submit a letter on company letterhead confirming the following: (1) name / designation of employed parent; (2) base in New Delhi; (3) start & end dates of contract; and (4) children's names & dates of birth.
- New Student Health Forms 1 and 2**
Completed by parents.
- Enrollment Agreement**
Pre-Kindergarten – Grade 5: Understood, agreed to and signed by at least one parent.
Grades 6-12 : Understood, agreed to and signed by at least one parent and the applicant.
- Application Fee**
A US\$500 non-refundable fee payable by US\$ personal check, US\$ bank draft or Indian rupee check. If paid in person at AES, then US\$ or rupees cash can be accepted.
- Advance Deposit**
A US\$2000 Advance Deposit is required of all applicants prior to April 1, 2018
. This deposit is required to enter the wait pool or hold the seat at AES. Please see the Advance Deposit policy on the AES website.
- AES Physical Examination Form**
This form must be completed by a licensed medical practitioner within 3 months of the anticipated starting date and submitted prior to the first day of class.

