

## **Instructions:**

Please read this carefully before filling the Information Sheet / Application

**- Note: It is recommended to use a laptop or desktop computer to complete the online application. Please refrain from using mobile phones.**

- Parents, please carefully follow the provided guidelines before filling out the online application. Ensure that all mandatory fields are completed.

- The initial selection process relies on the information provided in the "Online Application." Therefore, it is crucial to provide clear and accurate information.

- If the student is selected for admission to Lyceum International School or Lyceum Leaf School, you will subsequently be required to submit the documents specified in item number 5.

1. **Name :** Please ensure that the name is spelled correctly. The name you enter now will be used consistently throughout your child's school career. Please enter the name exactly as it appears on your child's birth certificate.
2. **Contact Information :** Please make sure to provide accurate information for your address and telephone numbers. It is mandatory to enter an email address that you frequently check, as all correspondence will be conducted via email. The selected contact person (father, mother, or guardian) will be considered the primary contact for all school-related emails and messages. Interview dates, payment invoices, and other important communications will be sent to the primary contact.
3. **Occupation & Income :** Please provide the name of your current workplace. If you are self-employed, please provide the name of your company. Additionally, please enter your monthly net income. Ensure that the income mentioned is supported by the last three months' salary slips if you work for a company, or the last six months' current account statements if you own a business. If your income is derived from property rent or lease, please provide a legal lease or rent agreement as supporting documentation.
4. **If Parents are Overseas :** In case either the mother or father is working overseas or is currently out of the country, a 'No Objection Letter' from that parent must be provided. This letter should be accompanied by an employment confirmation letter, service contract, or a visa document, along with a valid passport copy as supporting documentation. This need to be provided at the interview date.

### **5. Document submission**

**5.1 Only the scanned copy of the original Birth Certificate in pdf format needs to be uploaded at the time of filling out the online application.**

**5.2 Following documents are to be submitted at the interview date.**

a) Birth Certificate of the child (original and photocopy). If the child is born abroad, please provide the birth certificate issued by the Consulate General of Sri Lanka of the relevant country.

- b) Parents' or Guardians National ID or Valid passport (original and photocopy). Driving License will not be considered.
- c) If the parents are divorced, please provide the final divorce certificate and the court ruling regarding the child's custody as supporting documents (original and photocopy).
- d) If a parent is deceased, please provide the death certificate of the deceased parent as supporting documentation (original and photocopy).
- e) If a guardian is representing the child during the interview process, please provide the relevant legal documentation pertaining to the custody arrangement. These documents are necessary to ensure that the guardian has the proper legal authorization to act on behalf of the student during the interview process (original and photocopy).
- f) No Objection letter (original).

**5.3 Following documents are to be submitted as per the instructions given by the school admission team.**

- a) Proof of monthly income of parents - If employed, please submit the last three months' salary slips. If you own a business, please provide the last six months account statements. If your income is derived from the rent or lease of a property, please include a legal lease/rent agreement to support the rental income you receive. (Grade 1 onwards).
  - b) Employment Confirmation letter - To confirm the parents' employment status, please provide a letter from their respective places of work. If the parents are self-employed and own a business, please submit the business registration documents as proof of their ownership.
  - c) School Leaving and Character Certificate from the previous school (applicable from grade 6 onwards).
  - d) Completed medical form certified by a MBBS Doctor.
  - e) Academic report of last two terms. (applicable from grade 2 onwards).
  - f) To prove the educational qualifications of the parents (highest level of qualification only), please submit their educational certificates. Alternatively, a letter signed by the parents confirming their educational qualifications can be provided.
6. Please refer to the [\*\*"Edexcel and National Ordinary Level Prospectus"\*\*](#) related to subject selection for Ordinary Level. (Grades 09 and 10)
  7. Please refer to the [\*\*"Edexcel and National Advanced Level Prospectus"\*\*](#) related to subject selection for Advanced Level. (Grades Pre AL , 11 and 12)