

1. Terms for Consideration:

- Required average is a minimum of 8.6, including English
- No failed subjects
- English is essential

2. Application Process

a) **By appointment only.** To make an appointment, call the middle/high school office from the hours of 9:00 am - 12:00 pm.

b) **Appointment:** For your appointment, bring the necessary documentation which consists of:

- Current Report Card
- Letter of Good Conduct

c) **Admissions Exam:** Once these are all reviewed and only if approved, the candidate will be scheduled for an admissions exam. The exam is all day, from 7:30 am to 2:30 pm. The exam has a cost of 350 pesos which must be paid in cash at the central office, the day of the exam.

d) **Results of the Exam:** The results of the exam will be sent via email to the student's legal guardians.

3. Enrollment:

a) **Acceptance:** If accepted, the email with the results of the exam will provide the information needed for the [deposit](#) of the registration fee and the time frame for this. The registration fee serves to reserve and hold the new student's place at IAS.

b) **Documentation after Registration Fee:** All of the following must be **original** documents and brought to the middle/high school office.

- [Application form](#) (provided by the office)
- CURP
- Birth Certificate
- Primary School Diploma
- Transfer Documents or Diploma for Secondary/Middle School Diploma (if applicable)
- Transfer Documents from high school (if applicable)
- **SEP Approved** ----- (for students who have studied abroad)
- Prior Report Cards
- Letter of Good Conduct
- Letter from previous school stating no pending fees
- Recent Medical Certificate
- Legal Guardians Identification
- Proof of Residency (for example, phone or water bill)
- Immigration Documents (for foreign students)