

USER GUIDE TO ASW ONLINE APPLICATION AND ADMISSIONS PROCESS



Before you start the process of an online application for your child we would like you to read through the following information carefully:

- Admissions is a 3-step process leading to Enrolment: (1) Submit Application (2) Application Review (3) Class Placement (Admission). The process is explained in detail further below.
- During the application process, parents must provide complete and accurate information regarding their child's learning that might impact their child's ability to progress in the ASW programme. Failure to provide complete and accurate information may lead to ASW withdrawing its offer of admission or re-enrolment.
- The Admissions Policy provides guidelines for preserving International Diversity at ASW. For admissions purposes, parents are required to indicate on the online application form the nationality with which their student is applying for admission. This must be a nationality that the student shares with at least one parent. Proof of nationality can be provided in the form of passport or birth certificate. Final determination of nationality for admissions purposes is at the discretion of the admissions committee. If the student holds more than one nationality, parents may list their child's second nationality on the application which will then be registered in the student's school record. Please contact Admissions before submitting an application if you have any questions.
- Student Support Services. ASW has an English as an Additional Language (EAL) program to help students whose mother tongue is not English. ASW also has a learning support program for students with mild to moderate learning differences. Space in both programmes is limited. The needs of students with EAL or learning differences should be discussed with the Admissions Office prior to submitting an application, in order to determine whether the necessary support is available.
- Students must Reside with at Least One Parent or legal guardian who is living in Warsaw. In case of guardianship, proof must be provided to the Admissions Office of the full legal guardianship agreement.

- Students admitted to ASW need to have a Physical Examination by a medical doctor prior to starting school. The doctor must complete the Physical Examination form, include Tuberculosis screening results and the child's vaccination record. The Physical Examination form can be downloaded in the online application portal. Please familiarize yourself with the medical requirements before you take your child to the doctor so that we can answer any questions you may have.

Submit an Application

A. Submit the Online Application Form

Create your parent account: when filling out the online Inquiry or Application form for the first time, you will be asked to provide an e-mail address and enter a password for parent 1. The system will create a parent account for you as soon as these details are saved in the system. You will receive an email verification notification with a link that will activate your account. You will then be able to continue with the application after this step has been completed. It is optional to create an account for parent 2.

The online Application Form is age-dependent. Please select the appropriate form according to the grade level your child will be applying for. To check which grade your child would qualify for, please refer to the [age-grade placement chart](#). The application form will take about 30-45 minutes to complete in one sitting. You will be able to save an uncompleted form and return to it later. You will not be able to save a page unless that page is completed fully, but the pages that you have completed will be saved. The following documents need to be uploaded when filling out the form so please have these ready before you get started:

- Student's Passport* - a scan of the passport page showing birth and expiration date. Alternatively, a scan of the student's Birth Certificate can be submitted.
- Parents' passports - a scan of each parent's passport information page

*The student's nationality for admissions purposes must be a nationality that the student shares with at least one parent. If the student holds an additional nationality(ies), these can be listed on the application form under "Additional Nationalities". No proof needs to be submitted for additional nationalities.

Documents can be uploaded in JPG or PNG format. Please scan your documents, as digital photographs of documents will not be accepted.

B. Submit the USD 750 Application Processing Fee

Each application submitted requires payment of the non-refundable US\$750 application fee. The non-refundable fee covers the costs of processing the application. Payment can be made by bank transfer, check or in cash at ASW. After you have submitted the Application Form, you will be able to view ASW's bank details in the online portal.

Please note for placement on the waiting list, the date of the application is critical. This is the date when ASW has received the completed Application Form and payment of the Application Fee. Please refer to the [FAQ](#) "Admission and Waiting Lists" for more details.

Your child's application won't be formally reviewed by the admissions committee until the additional supporting documents (see C. below) have been submitted. Supporting documents should be submitted as soon as possible and not later than four weeks after submitting the online application form.

C. Required Supporting Documents

As soon as you have submitted the online Application form, you will be able to upload required supporting documents. The Application Checklist in the online portal lists the following documents:

(1) Teacher Questionnaire/Recommendations

These online forms will need to be completed by your child's teacher(s). You will need to enter your child's teacher's email address on the form. The form will automatically be sent to the teacher/school with the request to complete and return it to ASW. For Pre-K – Grade 5 applicants the Teacher Questionnaire should be forwarded to your child's current or most recent homeroom teacher. For Grade 6-12 applicants, Recommendation Forms need to be forwarded to your child's current or most recent Guidance Counselor/Principal, English teacher and Math teacher.

(2) Full Academic Reports

Please upload scans of the report cards or transcripts from the school(s) your child attended in the past two school years, including the report for the most recent term. If your child has taken any standardized tests in the past two years, please include test scores.

For Grade 6-12 applicants: if no current school year report or transcript is available, an official document should be provided by your child's school with the classes/courses your child is currently taking and an approximate grade or percentage for each course.

(3) Specialist reports (only if applicable)

Any reports or information that may relate to your child's learning and well-being at school, such as medical reports, Individualized Education Plans, an assessment completed by an educational psychologist, occupational therapist or speech and language therapist. Failure to disclose and provide these reports may lead to ASW withdrawing its offer of admission or re-enrolment.

Any reports or information under (2) and (3) that not in English should be translated by a certified English translator. A certified translator is permitted to declare and sign a statement demonstrating that they are a professional, and that the translation is a "true and accurate translation of the original". Documents that are not translated will not be accepted. Please upload both the original report and the translation. Documents can be uploaded in JPG or PNG format. Please upload scans of your documents, not digital photograph, and ensure that each set of reports is uploaded as a single document rather than uploading each page separately.

All parts of the application must be submitted and the application fee received before the Admissions Office can move to the next step of application review.

Application Review and Acceptance

Once we have received the online application form, supporting documents, and the application fee, the file will be reviewed by the admissions committee. Parents should expect to receive a response from ASW **within two to three weeks**:

- The applicant has been accepted
- The applicant cannot be accepted because ASW does not have the appropriate program or services
- Continued for further review*

Please note that applications submitted during school breaks may take longer to be processed and that applications submitted in the course of January will be processed by mid-February.

*The decision on acceptance may be delayed in case of assessing or interviewing of the student. This may include an English language assessment for non-native speakers (grades 6-12), math and/or foreign language placement testing (grades 6-12), learning support assessment, meeting with School Counselor, Kindergarten/Pre-Kindergarten screening (this may be a group or individual appointment), parent interview with an ASW administrator. The admissions committee may also request additional information or further evaluation by an outside specialist. The admissions team will inform you via phone or email if this is required.

Note on English language proficiency: students applying for grades Pre-Kindergarten – grade 5 do not need to demonstrate proficiency in English. Students applying for Grades 6–12 whose mother tongue is not English or who have not been using English as their prior academic language, will be asked to complete an English proficiency test as part of the admissions process. Depending on the assessment results, the student may be required to enrol in EAP (English for Academic Purposes) classes. Students may need to be physically present at ASW to undergo on-site EAL testing. If you are applying from overseas and your child cannot be tested on-site, the ASW admissions committee may offer some candidates the opportunity to reserve a seat on a provisional basis prior to arrival in Warsaw, with the understanding that the final acceptance decision and grade placement will be made only after completion of testing or screening at ASW.

Class Placement (Admission)

Mid-Year Admission: applicants for entry during the current school year (not for the beginning of the school year in August) can be admitted as soon as a space has become available. Upon confirmation of admission, the Admissions office will agree with the family on the first day of school.

August Admission: we are often asked if there will be space available in certain classes for the following school year. However, current ASW families have until the end of March to confirm to the ASW Admissions Office if they will be returning to ASW. It is only at that point that it is clear how many spaces will be available in each class. Therefore, class placement (admission) does not begin until early April. Prospective families are encouraged to complete application before March. This gives us the necessary time to review the application before class placement starts at the beginning of April. Complete applications that have been reviewed and accepted before April will be considered in this initial placement of students in order of priority as outlined in the admissions policy. Students that cannot yet be placed at this time will remain on the waiting list and will be considered for spaces that become available later on.

Timeline for class placement for August 2018:

Complete application submitted	Admission decision (class placement or waiting list)
January 1 - March 15	April 6, 2018
March 16 - April 30	May 15, 2018
May 1 - May 31	June 20, 2018
June 1 - August	July 18, 2018
	August 24, 2018

Enrolment

When your child has been admitted to ASW, you will be notified by the Admissions Office of your child's class placement and asked to confirm your acceptance by returning the completed and signed **Student Enrolment Agreement** by the given deadline. You will then receive an **Invoice** for the non-refundable Registration Fee. Payment by the due date will secure your child's seat at ASW. For August enrolment, payment of Tuition Fees will be due by mid-July.

For August enrolment, please upload your child's final **End-of-Year School Report** in the online portal as soon as available. High School students must provide an **Official Transcript** in a sealed envelope to the High School counselling office, or have it emailed to ASW by their school.

For Middle and High School applicants, subject specific **Placement Testing** may be required to place a student in the correct level of a course - i.e. mathematics and/or foreign language. We will reach out to families to schedule an appointment for testing. Alternatively, we may contact the student's current school to administer our placement test (in May-June in case of August enrolment).

Prior to enrolment, every student must have a physical examination by a medical doctor. The **Physical Examination Form** can be downloaded in the online application portal. Take the form and your child to a qualified medical doctor of your choice. Upon request, the ASW Admissions Office will provide recommendations for medical doctors in Warsaw that are familiar with the form. The document must be signed, stamped or sealed by the medical institution providing these services and must include TB (Tuberculosis) screening results and your child's vaccination record. The Physical Examination form should be completed no more than 12 months prior to your child's date of enrolment. Please note that the Physical Examination form, including TB testing and vaccination record, must be uploaded in the online admissions portal or the student will not be authorized to start school and enrolment will be delayed.