



66 Pendennis Road,
Mount Pleasant,
Harare, Zimbabwe
Tel: (263 4) 883336 870514/5
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HARARE INTERNATIONAL SCHOOL

INSTRUCTIONS FOR APPLICATION FOR ENROLLMENT OF A NEW STUDENT

Welcome to Harare International School and Zimbabwe, and thank you for considering enrolling your child with us. We are pleased to be able to offer a full service program from Early Childhood through Grade 12 graduation, accredited by both the European Council of International Schools and the New England Association of Schools and Colleges.

Our program includes English as a Second Language (ESL) for those students who require added instruction in English, the language of instruction of the school. Needing ESL classes will in no way deter admission, but taking these classes will require an individualized schedule.

We also offer a Learning Support program for those students with mild to moderate learning difficulties. If your child has a learning disability or you have the results of any prior testing, please inform us so that we can design an optimal program for his or her needs.

The Application process is as follows:

PRIOR TO ARRIVAL IN ZIMBABWE:

- 1 Complete **Application for Admission** form
Either: print the forms and complete manually to fax or post to the School [please use black ink]
Or: enter data direct onto the spreadsheets [these are in Excel format] - instead of ticking boxes, delete those that are not applicable. Save file with Student's name e.g. Abloggs_Admission.xls
If you are trying to record numbers starting with '0' - please type ' (single punctuation mark) in front of the Zero
- 2 E-mail, courier or fax the completed forms to Britta Aryee (Registrar) at baryee@his.ac.zw or the address above.
- 3 Print "Physician" worksheet and arrange for your local / family doctor to complete the **Physician's Report** giving your child's medical history.
- 4 Ensure that you send us copies of previous **school reports / transcripts** for at least the last two years.

ON ARRIVAL IN ZIMBABWE

- 5 When you get to Harare, please make an appointment to see Mrs Aryee as soon as possible.
- 6 Print and update the **Admission Form**
- 7 Please ensure that you bring with you the following:
 - School reports / transcripts for at least the last two years, if not already submitted.
 - Recent passport photograph of the student
 - A copy of his/her passport [cover and personal details page(s)]
 - Physician's Report [signed] - see above.
 - Completed Admission Form updating all relevant information ["Admission1" worksheet]
 - Emergency Contact Details and Master Disclaimer ["Admission2" worksheet]
- 8 Mrs Aryee will make an appointment for your child to be tested and interviewed by the school counselor (Grade 6 and above) as necessary so that proper grade and class placements are made, and individual schedules agreed. In Elementary School placement will be made according to age and previous grade level. Students may be tested if there is a query about placement.
- 9 You will be asked to pay a non-refundable US\$500.00 Application Fee which will be credited against your first invoice. The current fee schedule is given on "Fees1". The current calendar is given on "Calendar".
- 10 Additional information about the School may be found on our Web page: <http://www.his.ac.zw>

If you have any queries or concerns, please do not hesitate to contact Britta Aryee direct on baryee@his.ac.zw or phone (+263 4) 883336 or 870514/5



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APPLICATION FOR ADMISSION (Please Print in Black Ink)

Part A: Student Details

Name of Student:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sex:	<input type="text"/>
	Surname (Family Name)	First	Middle		M/F
Date of Birth:	<input type="text"/>	Age:	<input type="text"/>	Nationality:	<input type="text"/>
	(e.g DD/MM/YY)				(Per passport for travel purposes)
Applying for admission into Grade:	<input type="text"/>	(Subject to assessment on arrival)			
Date of Admission Requested:	<input type="text"/>	<input type="text"/>			

Part B: General Family Information

Harare Address: (If known)	<input type="text"/>	Home Phone:	<input type="text"/>
	<input type="text"/>	Cell Phone:	<input type="text"/>
	Harare, Zimbabwe	E-mail:	<input type="text"/>

Are there any special family circumstances that we should be aware of? (e.g. divorce / single parent etc)

Part C: Details of Parent / Guardian responsible for payment of fees

Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relationship:	<input type="text"/>	
	Mr/Mrs etc.	Surname (family name)	First Name		Father/Mother etc.	
Name of Employer:	<input type="text"/>					
Employer's Address:	<input type="text"/>					
	<input type="text"/>					
Office Phone:	<input type="text"/>	Office Fax:	<input type="text"/>	e-mail:	<input type="text"/>	
Nationality **:	<input type="text"/>					
**If you are a US Citizen, please delete as applicable:						
A1: US Government employees	State Dept	USAID	Fullbright	USIS	PeaceCorp	Other:
A2: Dept. of Defense Employees	Army	Navy	Air Force	Marine	Attaché	Other:
A3: Employer contracted to US Government	Yes/No					
A4: Other (not working for US Government)	Yes/No					
*If you are not a US Citizen, is your employer US owned or affiliated? Yes [] No []						
If yes, please provide US company details:	Name	<input type="text"/>				
	Address	<input type="text"/>				
Percentage Tuition paid by Employer:	<input type="text"/>	%	Tuition invoice should go to:	You []	Employer []	

Part D: Details of Spouse

Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relationship:	<input type="text"/>
	Mr/Mrs etc.	Surname (family name)	First Name		Father/Mother etc.
Nationality:	<input type="text"/>				
Name of Employer (if applicable):	<input type="text"/>				
Employer's Address:	<input type="text"/>				
Office Phone:	<input type="text"/>	Office Fax:	<input type="text"/>	e-mail:	<input type="text"/>

Part E: For Applicants who have not yet arrived in Zimbabwe

Anticipated date of arrival:	<input type="text"/>	(e.g. DD/MM/YY)
Contact Name and Number in Zimbabwe:	<input type="text"/>	
Address for correspondence before arrival:	<input type="text"/>	
	<input type="text"/>	
Contact Phone:	<input type="text"/>	Contact Fax:
	<input type="text"/>	<input type="text"/>
		e-mail:
	<input type="text"/>	<input type="text"/>

Official Use Only:

Date of Application:	<input type="text"/>	Grade:	<input type="text"/>
Date of Admission / Non-Admission:	<input type="text"/>	Entry Date:	<input type="text"/>
Account Code:	<input type="text"/>	Analysis Code:	<input type="text"/>

