



Puntacana International School (PCIS) is a private, coeducational day school providing a bilingual (English & Spanish) curriculum to students in the Infant, Primary, Middle and Senior School. PCIS is accredited by The New England Association of Schools and Colleges (NEAS&C), the Council of International Schools (CIS) and certified by the Dominican Republic's Ministry of Education.

To facilitate application and registration process, the Admissions Department has posted detailed information and forms, available on our web site: www.puntainternationalschool.com under the admissions tab.

The following documentation must be submitted with the PCIS New Student Application form:

- Original Birth Certificate or a legalized copy by their country's consulate
- Passport (copy)
- Parent(s) Identification (Passport, Country ID)
- 4 Photos (2" x 2")
- Official transcripts from previous grades and current report card
- Teacher Assessment Form completed by current teachers and/or guidance counselor and a recommendation letter
- Health Record Form
- Immunization Record

For students transferring from outside the Dominican Republic:

- ❖ All foreign students must request enrollment authorization from the Dominican Ministry of Education **(Equivalence of Study)**
- ❖ High School students (9th grade or further) need to complete a grade recognition process through the Dominican Ministry of Education. Official Grade Certificate— legalized in the country of origin (Apostille)

Documents issued in a language other than Spanish, must be translated by an authorized interpreter.

For students moving from outside of the Dominican Republic, the Dominican Ministry of Education requires an Equivalence of Study Resolution in order to certify the education of each new student and include them into the Dominican education system. This process requires the transcripts from the current school to have an Apostille, be translated and processed by the offices of the Dominican Ministry of Education. This process must be completed prior to starting the student's admissions process at PCIS.

Please physically submit the documents as soon as possible. After all the documentation has been submitted, we will contact you to schedule an appointment for the student's academic evaluation.

Our admission policy states that approval of new applicants is subject to fulfillment of the following:

- All forms and official documents must be completed satisfactorily
 - Student academic evaluation
- For the admission of new students, the Admission Committee makes a decision based on the recommendation letters, documentation from previous school, results of academic evaluation, and classroom space availability.

Thank you for your interest in Puntacana International School. If you have any questions, please contact us via email at pcis@puntacana.com or call us at 809-959-3382.

Sincerely,

Admissions Department