



Spazio riservato all'ufficio	
Data di presentazione	
Ora di presentazione	
Classe	
Graduatoria n.	

## **APPLICATION FOR ADMISSION / DOMANDA DI AMMISSIONE**

### **Student Anagraphical Details / Dati anagrafici dello studente**

Name / Nome \_\_\_\_\_ Surname / Cognome \_\_\_\_\_

Sex / Sesso \_\_\_\_\_ Nationality / Nazionalità \_\_\_\_\_

PoB / Luogo di nascita \_\_\_\_\_ DoB / Data di nascita \_\_\_\_\_  
gg/mm/aaaa / dd/mm/yy

Applicant for Gr. / chiede l'iscrizione alla classe \_\_\_\_\_ Date of start / Data d'inizio \_\_\_\_\_

Permanent Address in Italy / Indirizzo permanente in Italia  
\_\_\_\_\_  
\_\_\_\_\_

Home Tel. / Tel casa. \_\_\_\_\_ cell / cell \_\_\_\_\_

Email \_\_\_\_\_

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### **Further information / Altre informazioni**

- Student's mother tongue / lingua madre dell'alunno \_\_\_\_\_
- State the student's other languages (if any) / Elencare le altre lingue eventualmente conosciute dall'alunno/a  
\_\_\_\_\_
- Last school attended (pls. enclose copies of Report Cards / Ultima scuola frequentata (pregasi allegare copie pagelle)

Name of School / Nome della scuola

Address / Indirizzo

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Father's name & signature / Nome e firma del padre  
\_\_\_\_\_

Mother's name & signature / Nome e firma della madre  
\_\_\_\_\_

Legal tutor's name & signature (if applicable) / Nome e firma di chi esercita la potestà genitoriale (se del caso)  
\_\_\_\_\_

## Guidelines for Admission

Admission to IST is based on selective entry. The maximum number of students per class, except for provisions listed under letter C, is as follows:

Kinder 2	20
Kinder 3	25
Kinder 4	25
Kinder 5	25
Elementary (Grade 1 – Grade 5)	25
Middle School (Grade 6 – Grade 8)	22
High School (Grade 9 – Grade 13)	20

In all classes of all grades, students born between January 1<sup>st</sup> and December 31<sup>st</sup> of the appropriate year can be enrolled.

### Admission procedure:

- 1) Interested families should submit an Application for Admission Form to IST. The application is not binding for either the school or the family;
- 2) IST will reply in writing either accepting or denying the application;
- 3) If IST accepts the application, the family has fifteen days from receiving the registered letter to submit an enrolment form. Enrolment will be considered effective only upon payment of the enrolment fee. If the fee is not paid, the offered space will no longer be guaranteed and IST will be free to offer placement to another student.

Applications for the admission of new students for the school year can be submitted at any time with the exception of point e below. Replies to applications will be sent by IST by 31 January of the calendar year prior to the school year for which the application was made in consideration of the fact that 15 January is the deadline for re-enrollment of current students. Once the number of re-enrolled students is certain, the administration will determine the number of spaces available to new students. Enrolment will be offered as follows:

- a) **By 31 January**, enrolment will be offered via an acceptance letter to fill all available spaces, **except for the spaces reserved for foreign students**. The number of reserved spaces is decided by the Presidential Committee by 15 January in consideration of enrolment trends. Available spaces are assigned according to the order in which applications were received at IST (prior to 15 January) according to the following priorities:
  - 1) siblings of IST students currently enrolled at the time of application;
  - 2) children of employees, Fellows and project workers currently employed at IST during the school year admission is requested;
  - 3) foreign citizens;
  - 4) applications for multiple children in the same family;
  - 5) all other applications.

Applications for admission that cannot be accepted for want of available space will be included on a waiting list compiled according to the date received in order to provide for potential acceptance. Families will be informed when a student's name is placed on the waiting list.

Please note that conditions 1) and 2) mentioned above are valid only for applications made before January 15<sup>th</sup>. Applications submitted after that date will be considered exclusively in the order they were received with the exception of points b) and c) following:

- b) The places reserved for foreign students in each class will be assigned **until 31 May**. If no foreign student arrives by 31 May, spaces will be offered in descending order from the waiting list.
- c) If a foreign student applies after 31 May, it is possible, with approval of the Director and the Board of Trustees and the agreement of the classroom teacher, to increase the number of students in any class by one.
- d) Furthermore, applications for admission submitted after 15 January for the concurrent school year may only be considered if there is available space for that and the following school years.
- e) The maximum number of spaces for High School classes is set at 20 with the possible addition of one should a foreign student submit an application. Exceptions are made for students transitioning from the Middle School section to the High School section, as well as for students from the Udine International School.

Students coming from an Italian school and former IST students who seek to enroll in the High School after the start of the school year are requested to apply by December 1<sup>st</sup>.

In all cases, the school reserves the right to deny applications for admission if the Director considers the candidate unsuitable because of the student's academic preparation. Again, families will be notified if this is the case.

I hereby make formal application for my son/daughter to enter the International School of Trieste. I have read and understand the conditions of acceptance and the admission procedure.

Name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_