



Rec. _____ School Year _____ Date _____

DOCUMENT CHECK LIST TO COMPLETE THE APPLICATION FORM

STUDENTS REQUISITES

1. Two recent 3x4 cm, pictures for the Application Form and its photocopy
2. Two birth certificates (please check names, last names and birth dates)
3. Medical certificate, given by the pediatrician (doctor)
4. Ear and eyesight screening tests
5. Complete vaccine chart (dates should be given)
6. Study Certificates from the school currently attended
7. If parents are divorced, notarized photocopy of the legal custody document
8. If one of the parents is deceased, death certificate
9. Application Form, properly filled out and completed
10. A photocopy of the filled out Application Form

PARENTS DOCUMENTS

1. Two recent 3x4 cm, pictures, of each one of the parents, for the Application Form and its photocopy. If the child has a guardian different from the parents (stepfather / stepmother), bring two recent 3 x 4 cm, pictures, for and additional Application Form B and its photocopy.
2. Three (3) ___ Families Two (2) Bolívar families Reference letters from people related to the Bolívar Community, that have known the applicants family for at least three years. Parents with children in the school can only give two recommendation letters per year. (Look at recommendation letter instructions in the obverse)
3. Photocopy of the last six- (6) months bank statements. If the applicants have lived abroad or out of the city, they should bring the same documents issued by the banks from where they've had their accounts.
4. Income and tax payments certificate and Income Tax form.
5. Company letter where the applicant's parents currently work; in company's stationery. It should indicate salary, job title and years of job.
6. If the applicant's parents work independently, they should include at least three commercial (business) letters in stationery, from suppliers or clients and a Chamber of Commerce certificate of their company (business).
7. If the company for which the applicant's parents work for is responsible for paying the child's tuition, please bring a written proof, indicating how the billing should be addressed and the company's "NIT" (company's identification number).

The parents and guardians (person who is responsible of the billing) signatures is an essential requirement in the Application Form.

If the documents are not complete. The Application Form will not be studied.

INSTRUCTIONS FOR THE RECOMMENDATION LETTERS

Letters from the Bolivar Community will be accepted as long as they are given by: families with children enrolled in the school, alumni, and alumni families. Based on the institution's policies no Board of Directors member, school personnel and their spouse's may give a recommendation letter.

- a.** Letters should be written by the person recommending the applicants
- b.** Complete names and identification numbers of the applicants and the recommending person, should be included in the letter.
- c.** If the person who is recommending is an alumni, he/she should indicate the year he/she graduated. If the applicants who are being recommended are also alumni, their graduation year must be included.
- d.** If they are Bolivar families, with children enrolled in the school, indicate their names, grades and the family's identification number.
- e.** Name of the companies and job titles of the person signing the letter and those of the applicants.
- f.** Home and office current addresses and phone numbers of the person signing the letter.