



**GOVERNMENT OF THE
VIRGIN ISLANDS**
Ministry of Education
and Culture

**APPLICATION FOR ENTRY INTO VIRGIN ISLANDS' SCHOOLS
BY NON VIRGIN ISLANDERS**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.

1. In accordance with the Education Act, 2004 Section 21, 1 (a), "Every child shall attend school from the first day of the school calendar following that in which he attains the lower age of the compulsory school age limit..."
2. **Certified copies or original documents** will be accepted, and returned immediately upon verification. This application must be accompanied by the following documents:
 - a) **Valid Birth Certificate**
 - b) **Immunization Card**
 - c) **Letter from the Road Town Public Health Clinic certifying full Immunization of child**
 - d) **Passport size photograph of student**
 - e) **Official Student Transcript (School seal and stamp should be affixed)**

In the case of a transcript not being available, the child's last term report will be accepted.

Immigration requirements for children to reside:

- a) **Applicant must send a signed request to Chief Immigration Officer.**
- b) **It you are not the parent of the child/ren your application must be accompanied by a notarized letter from the parent(s) or other document that substantiates legal guardianship or custody of the child.**
- c) **Birth Certificate of child (original or a certified copy).**
- d) **Please provide proof of financial support where applicable:**
 - **Bank Statement**
 - **Job Letter**
 - **Most current pay slips (2 weeks/month)**
 - **Approved labour clearance (persons coming into the territory for the first time)**
3. Please provide us with proof of your status i.e. your birth certificate, bio page of your passport, resident or belongs card, or your entry permit stamp and number (R- _ _ _ _) in your passport. If you are the applicant, kindly walk with your passport on delivery.
4. Please include mailing address, contact numbers or email address so that we can reach you.

Submission Deadline: 30th April, 2019

For official use only
ADMISSION ID: _____ of _____
No. Year

Amended 10/16

5. All documents issued in a foreign language **MUST** be translated and certified and the translation accompanied by the original document.
6. An **Official Transcript** bearing the stamp and seal from the school last attended, should be sent directly from the Principal of the school to the Ministry of Education & Culture to the following address:

The Chief Education Officer
Ministry of Education & Culture
Government of the Virgin Islands
P O Box 72
Road Town, Tortola VG 1110
Virgin Islands

7. Applications will be received for processing during the first four months of the year **(January to April) for Public and Private Schools and again in November for Private Schools only.**
8. The Parent(s)/Guardian(s) of the child/children should be the person submitting the application. Guardian(s) submitting an application **MUST** provide legal documentation to prove guardianship/custody of the child/children.
9. Kindly bring your **passport** and **work permit card** which will be returned immediately after the information requested has been verified. **Persons employed by the Government should bring along their letter of appointment.**
10. Students will **ONLY** be admitted into school in **September at the beginning of the school year (Advent Term) or in January, the beginning of the Lent Term.** Exceptional cases will be at the discretion of the **Chief Education Officer**.
11. If your application is being made for a private school, the application **MUST** be accompanied by a letter from the school, stating there is space to accommodate the child. Please note that this is not an approval letter for entry into the school system, but is required in order for the Ministry of Education to move forward with having the application processed for approval.
12. **THIS FORM MUST BE COMPLETED BY THE PARENT OR GUARDIAN.**

**MINISTRY OF EDUCATION AND CULTURE
VIRGIN ISLANDS**

**APPLICATION FOR ENTRY INTO VIRGIN ISLANDS SCHOOLS
BY NON VIRGIN ISLANDERS**

NO of 20

(Official Use Only)

DATE

THIS FORM **MUST** BE COMPLETED BY PARENT/GUARDIAN

SECTION A (Information on Student)

Name of Student

First Name

Last Name

Date of Birth

Country of Birth

Name of school **LAST** attended

Former Class/Grade

School applying for at entry: First Choice

Second Choice

FOR OFFICIAL USE ONLY:

Documents attached:

Birth Certificate

Transcript/School Report
(Students of Grade 1 and above)

Immunization Card

Certify Letter of Immunization

Officer Receiving Documents

SECTION B (Information on Parent/Guardian)

NOTE: KINDLY BRING YOUR PASSPORT AND WORK PERMIT WHICH WILL BE RETURNED **IMMEDIATELY** AFTER THE INFORMATION BELOW HAS BEEN VERIFIED. (PERSONS EMPLOYED BY THE GOVERNMENT SHOULD HAVE A LETTER OF APPOINTMENT.)

Name of Parent/Guardian

Country of Birth

Tel. No.

Local Address

Passport No

Work Permit No.

Place of Employment

Is your son/daughter presently in the VI

Yes

No

Signature of Parent/Guardian

FOR OFFICIAL USE ONLY

Ministry of Education
and Culture's Stamp

Dept. of Immigration's
Stamp