

## ENROLLMENT IN GRADE 1

Enrollment procedure	Description of the process	Parents submit the following documents
<b>Step 1:</b> <b>Application</b>	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> <li>▪ Admission application (<i>AEA form</i>)</li> <li>▪ Bank transfer/cash receipt for the payment of a non-refundable admission fee of 250 EUR</li> </ul>
<b>Step 2:</b> <b>Student Assessment</b>	An assessment procedure is conducted at AEA or online via Skype video conference. The procedure includes entrance interview and student's evaluation test.	
<b>Step 3:</b> <b>Preliminary registration</b>	The student is pre-registered for the respective school year. The preliminary registration is valid for a period of one month and parents are invited to sign an Agreement for educational services. Preliminary registration is cancelled and the reserved place is announced open If the Agreement for educational services is not signed within the given time frame.	<ul style="list-style-type: none"> <li>▪ Registration card (<i>AEA form</i>)</li> <li>▪ Passport size photo of the applicant - 2 copies</li> </ul>
<b>Step 4:</b> <b>Agreement for Educational Services</b>	An Agreement for educational services is signed between the school and a parent/guardian of the student. The student is registered for the respective grade and school year.	<ul style="list-style-type: none"> <li>• Agreement for educational services</li> </ul>
<b>Step 5:</b> <b>Medical Documents</b>	Parents need to provide mandatory medical documents not later than 30 days after student's admittance to AEA.	<ul style="list-style-type: none"> <li>• Immunization record translated in Bulgarian</li> <li>• Health-prophylaxis medical card completed by a Bulgarian GP</li> </ul>

## ENROLLMENT IN GRADES 2-12

Enrollment procedure	Description of the process	Parents submit the following documents
<b>Step 1: Application</b>	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> <li>▪ Admission application (<i>AEA form</i>)</li> <li>▪ Academic transcript from previous school translated in English or Bulgarian</li> <li>▪ Bank transfer/cash receipt for the payment of a non-refundable admission fee of 250 EUR</li> </ul>
<b>Step 2: Student Assessment</b>	An assessment procedure is conducted at AEA or online via Skype video conference. The procedure includes entrance interview and English language skills evaluation.	
<b>Step 3: Preliminary registration</b>	The student is pre-registered for the respective school year. The preliminary registration is valid for a period of one month and parents are invited to sign an Agreement for educational services. Preliminary registration is cancelled and the reserved place is announced open if the Agreement for educational services is not signed within the given time frame.	<ul style="list-style-type: none"> <li>▪ Registration card (<i>AEA form</i>)</li> <li>▪ Passport size photo of the applicant - 2 copies</li> </ul>
<b>Step 4: Agreement for Educational Services</b>	An Agreement for educational services is signed between the school and a parent/guardian of the student. The student is registered for the respective grade and school year.	<ul style="list-style-type: none"> <li>• Agreement for educational services</li> </ul>
<b>Step 5: Medical Documents</b>	Parents need to provide mandatory medical documents not later than 30 days after student's admittance to AEA.	<ul style="list-style-type: none"> <li>• Immunization record translated in Bulgarian</li> <li>• Health-prophylaxis medical card completed by a Bulgarian GP</li> </ul>