

# Admissions Process & Documents

## 1 Submit your application

Download our application form from [niva.ac.th/admission](http://niva.ac.th/admission)  
Once filled, email the form together with the documents listed on the right to [admissions@niva.ac.th](mailto:admissions@niva.ac.th)

*Once we've made sure that everything is in order, we'll give you a call to schedule an appointment for our next step, Applicant Assessment.*

## 2 Applicant assessment

The purpose of the assessment is to help us better understand your child's unique needs in order for us to provide all the support they need to succeed at school.

**Nursery & Kindergarten: 2,000 Baht Application Fee**  
Interview

**Grades 1 - 12: 5,000 Baht Application Fee**  
Written assessment and interview

*\*Fees can be paid by bank transfer or credit card.  
Cash is not accepted.*

## 3 Pay school fees

For your convenience, we offer two easy payment options:

- Visit us and make the payment in person with your credit card
- Complete a bank transfer using our QR code from anywhere and sending the proof of payment to NIVA's Finance Line Account: @nivafinance

*School fees can be paid by bank transfers and credit cards.  
Cash is not accepted. Payment plans are available for quarterly or semesterly payment. On-time Payment discounts are available. Terms apply. For more details, please download our School Fees or consult our staff at 02-948-4605*

## 4 Registration, uniforms, student packet

We'll get your child everything he/she needs to get started at NIVA successfully. Don't worry, we'll be walking you through every step of the way.

## Required Documents

สำหรับผู้สมัครชาวไทย

- ☐ สำเนาผลการเรียนจากโรงเรียนเดิม
- ☐ สำเนาทะเบียนบ้าน
- ☐ สำเนาสูติบัตร
- ☐ สำเนามัธยมศึกษา (ผู้สมัครและผู้ปกครองทั้ง 2 ท่าน)
- ☐ รูปถ่ายหน้าตรงขนาด 1.5 นิ้ว จำนวน 2 ใบ (ผู้สมัคร)
- ☐ รูปถ่ายหน้าตรงขนาด 1.5 นิ้ว จำนวน 1 ใบ (ผู้ปกครองทั้ง 2 ท่าน)
- ☐ สำเนาสมุดวัคซีน (สำหรับผู้สมัครเข้าชั้นเนอโรเซอร์ถึงเกรด 5 เท่านั้น)

**For International Applicants:**

- ☐ Copies of previous school records and transcript
- ☐ Copies of parents' passports
- ☐ A copy of applicant's birth certificate or passport
- ☐ Two 1.5 inch photographs of applicant
- ☐ One 1.5 inch photographs of each parent
- ☐ Vaccine records (for students applying for nursery to grade 5 only)

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