



This flowchart covers the ARIS admissions process from the completion of the Application Form (hard copy or online) to a successful student's first day of school. Each step must be completed before moving to the next.

The process can take up to 15 school days, or longer, if additional information is required and/or the student applicant has special needs.



**STEP 1**

**STEP 1 Complete and submit ARIS Application Form to Admissions Officer (Parent/Guardian)**

- Complete, signed Application Form to be submitted. Incomplete forms will be returned
- Previous school reports (from the last two years)
- Copy of Passport/Birth Certificate
- Two recent, passport-sized photographs
- Immunisation/Medical Record
- \$50.00 Application Fee



**STEP 2**

**STEP 2 Entrance Tests (Student applicant, Secondary or Primary Head)**

- Entrance tests conducted onsite at ARIS, or in the applicant's current school, if geographically remote from Ghana
- Entrance tests and interview will be scheduled from 09.00 to 14.00 on one day
- Entrance tests will be in English, Maths and Science
- The working language of the tests is English
- Interview with Head of Secondary or Head of Primary
- Test results and recommendations forwarded to Admissions Officer



**STEP 3**

**STEP 3 Place offered/Place not offered (ARIS Head of School, Admissions Officer)**

- Based on the test results (Step 2), any recommendations and the availability of space, a decision regarding the offer of a place will be made by the ARIS Head of School
- The parent/guardian will be notified in writing of the decision to offer or not to offer a place (copied to Secondary or Primary Head)



**STEP 4**

**STEP 4 Registration and Fee Payment (Parent/Guardian, Accounts Department)**

- On receipt of the offer of a place, the appropriate registration and tuition fees, and the capital levy (CLC) must be settled within five (5) working days, or the offer will be automatically rescinded
- Evidence of settlement, in the form of a bank deposit slip, must be submitted to the Accounts Department
- An official receipt will be issued



**STEP 5**

**STEP 5 ARIS Identity (ID) Card and Uniform (Student applicant, ARIS Administration)**

- The student will be issued with an ARIS ID Card
- S/he must purchase the ARIS school uniform



**STEP 6**

**STEP 6 Homeroom/Timetable/Subject Choices (Student applicant, ARIS Teaching Faculty)**

- The student will be assigned to a Homeroom/Class and notified of his or her daily timetable
- If appropriate, the student will be required to choose academic subjects in consultation with the IGCSE or IBDP Coordinator
- Orientation and mentoring