THE INTERNATIONAL MONTESSORI SCHOOL an IMEF school

蒙特梭利國際學校



IMS ONLINE APPLICATION -PROSPECTIVE PARENT

1. Documents to prepare before the online application

To ensure a smooth online application experience, please review and prepare all the required documents below prior to starting the online application. Documents should be in PDF or JPG format, and less than 800 KB per file.

- Your child's recent photo
- Your child's birth certificate
- Your child's valid passport statistics page or ID card
- Proof of right of abode OR your child's HK Visa page
- Payment of the HK\$2000 Application Fee (For Payment Options, please Click Here)

2. Online Application Process

2.1 Create a Family Account

You would need to create a family account in IMS Admissions Portal to start the application process.

For the first-time user, please click on the New Application button from our website: <u>https://ims.edu.hk/admissions/#step2</u> to create a family account in IMS Admissions Portal.

IMS		About IMS ~	Programmes ~	IMS Life \sim	Resources ~	Admissions ~	Contact
Apply Online	For families who are new to IMS, within Veracross (IMS Student Inf your login credentials to IMS Adr application at your own pace. New Application	please click on formation Syste nission Portal .	he New Applicati m). Once your acco You will be able to	on button to bunt has beer log in and ou	create your fan n created, you w it of the Admiss	nily's unique Port vill receive an em ions Portal to co	al Account ail with mplete the
	IMS Fami	INQUIRY	tion Form				
We are delighted that you need about your family t account login username child's application. Applicant Inform	u'd like to join the IMS community! To get you started in the form below. and instructions on how to set up a	The first step Upon submis password for	in the application ision of this form your access to I	n process is n, you will r MS Admissi	s filling in the eceive an em ions Portal to	information w ail with your complete you	re r
FIRST NAME (AS IT APPEARS C	ON PASSPORT OR BIRTH CERTIFICATE)	MIDE	LE NAME (IF ANY)				
LAST NAME *		PREF	ERRED NAME (IF AN	ŋ			

2.2 Setup Your Password for Future Login

Upon creation of your family account, you will receive an email entitled "*Your IMS Admissions Portal Login*" with the login credentials. Please set up your password as instructed in the email for your future access to the IMS Admissions Portal.

If you are not able to locate this email, please check in your junk/spam mail, or contact us at 2772 2468 or email at info@ims.edu.hk.

Email Subject: Your IMS Admissions Portal Login
IMS
Dear Parent,
Thank you for beginning the application process to the International Montessori School. We are delighted to inform you that you have successfully opened an account in our <u>Admission</u> Portal, which allows you to easily access and manage your online application.
To log into your account, please use the following credentials:
Your username: <u>XXX@XXX.com</u>
Password: <u>Please click this link to set up your password.</u>
Once you have set up your password, you can complete your application in our portal by pressing the "Add or Manage Application" button and following the steps on-screen. You can also continue an unfinished application by pressing the "View Checklist" button. A green checkmark will appear next to each item when you have uploaded the following documents:
Child's recent photo
Copy of your child's birth certificate
Copy of your child's valid passport statistics page
Copy of both parents' (or legal guardians') passport statistics page
Copy of proof of right of abode OR child's HK Visa page
Recent school reports (for children age 4+)
A Non-refundable Application fee of HK\$2,000
Once you complete all the checklist items for your child's application, your child's application will be automatically submitted and placed on our wait-pool for review. You will receive an acknowledgement email from us as soon as your payment of application fee is verified.
We hope that this information helps you get started with your application. If you have any questions, or have difficulty providing or loading any document, please do not hesitate to contact us at apply@ims.edu.hk or +852 2772 2468.
Thank you again for your interest in IMS. We look forward to the opportunity to support your child's joyful bilingual education journey!

3. Add or Manage Your Child's Application

For returning users or IMS parents, please click on the **IMS Admissions Portal** button in our website to start your child's application process.

When you log into the **IMS Admission Portal**, you can begin a new application by clicking the green "*Add New Applicant*" button. You will be asked to complete different checklist items and upload the required documents in the process.



3.1 In the "My Family" page, please click the "Add a New Application".

🕈 Admissions Portal 🖷 🖓		
🔬 Applicant 🖙 Family		
	Applications	Households
Need to add a new application? You can add a new application or candidate here		
+ Add a New Application		
	 Admissions Portal ▲ Applicant ▲ Applicant ▲ Family Need to add a new application? You can add a new application or candidate here ★ Add a New Application	 Admissions Portal Applicant Family Content of the second sec

3.2 Then, click "Add a New Candidate" to create your child's record by filling in the required personal information.

Admissions Portal
📠 Applicant 😭 Family
Add New Candidate
+ New Candidate Add a New Candidate

3.3 Once your child's account is created in the IMS Admissions Portal, you can review all the "Required Tasks" to complete for your child's application by clicking the "**View Checklist**" button.

≡	The Inte	mational Montessori School dmissions Portal			F
My Family				Applications	Households
IMS Application Update	APPLN Q	VING FOR School Year 2023-2024 Campus South Horizons	雷	Grade Level Montessori Fi Student Group N/A	rst Steps
0/10 Required tasks complete		/iew Checklist		X, re	quest a change

3.4 Once a checklist item has been completed, it will be crossed out. You will see the remaining uncrossed items that have to be completed.

=	The International Montessori School					
1/10 Required tasks complete						
Applicant Information	Applicant's Photo * Current School Language(s) Spoken * Prior School					
Applicant Nationality	 Candidate Citizenship * Upload Passport Page with photo * Upload Birth Certificate Copy * Upload Dependent Visa (if any) 					
Parent/ Guardian Information	Demographic info *					
Parent's Questionnaire	Parent Questionnaire - Toddler Groups (Age 1-3)					
Application Fee	 Payment Options for Application Fee Payment Details for Application Fee * Application Fee * 					
Application Completed	Application Completed *					

3.5 After you have completed all the compulsory checklist items, we will start to review your child's application and verify your payment of application fee. An email acknowledgement of application will be sent to you within 10 working days.

THE INTERNATIONAL MONTESSORI SCHOOL an IMEF school									
	蒙	特	梭	利	或	際	學	校	IMS
Acknowledgment of Application for IMS Casa dei Bambini Programme									
Dear Parent,	Dear Parent,								
Thank you for submitt	Thank you for submitting your application and fee of HK\$2,000 for XXX's admission to IMS. Enclosed please find a receipt for your records.								please find a receipt for your records.
We have everything we need to continue processing XXX's application, and we will contact you if we need further information. The Casa dei Bambini programme is designed for children 3 - 6 years old in preparation for the Montessori Elementary. Assessments for entry into the Casa dei Bambini programme take place in November of each academic year, with some additional interviews offered in the Spring.									
Our team will contact you closer to the time to invite XXX for a small group assessment with other children of a similar age in the cosy Montessori environment. Upon successful assessment, parents will be notified of the offer, generally within 2 weeks of assessment.									
*For immediate entry, please contact us for place availability for XXX's age group.									
Please feel free to call us at 2772 2468 if you have any further questions. Please also let us know of any updates in your particulars by emailing to apply@ims.edu.hk.									
We are very much looking forward to meeting your child and your family!									
Warm regards,									
Sandy Tsang, IMS Admissions Office									

IMS ONLINE APPLICATION - IMS PARENT

1. Login to IMS Admissions Portal via Website

For IMS parents who already have a **Parent Portal** account in Veracross, please log into your **Parent Portal** or click on the **IMS Admissions Portal** button from our website: <u>https://ims.edu.hk/admissions/#step2</u> to start your child's application.



2. After logging into the **Parent Portal**, please click on the Veracross logo.

The International Montessori School						
The International Montessori School						
My Household						
	e e e e e e e e e e e e e e e e e e e					
My Messages	My Calendar					
Upcoming Highlights						

3. Next, click "Admissions" to log into the "**IMS Admissions Portal**" and repeat the steps 3.1 to 3.5 as described above to complete your child's application.

Veracross							
Portals	Settings						
These are the home screen	e portals of which you are a of that portal.	member. Choose a lir	nk to take you to the				
	Parent	Admissions					

Payment Method Available For IMS Online Application

An Application & Assessment Fee of HK\$2,000 per applying child is required. This fee is non-refundable, non-transferable. For online applications, please pay the application fee through the following channels, and retain evidence of payment for uploading during the online application process.

1. PPS

Payment can be made from any designated bank account (a) through PPS website: www.ppshk.com, or (b) call 18031 (English) or 18033 (Cantonese) using a dial-tone telephone.

Merchant code: 6582 Merchant name: The International Montessori School Bill Number: Input the first 7-digits of your mobile phone number Bill Type: 03

2. Bank Transfer

Bank Name: Hang Seng Bank Ltd. (Bank No.: 024) Bank Address: Main Branch 83 Des Voeux Road Central Hong Kong Account Name: IMS Ltd. Account No.: 388-552242-001 SWIFT Code: HASEHKHH

3. Paypal

Payment can be made by clicking the payment link on the checklist item "PAYMENT OPTIONS FOR APPLICATION FEE", and following the instructions given.

After paying the Application Fee, please upload a screenshot of PDF of your payment receipt with the following details during the online application process:

1. PAYMENT METHOD

- 2. PAYMENT DATE
- **3. PAYER'S NAME**
- **4. PAYMENT REFERENCE**

Should you have any questions, please do not hesitate to contact the Admissions Office at 2772 2468.

PHASE III, MA HANG ESTATE, STANLEY (OFF STANLEY PLAZA) | +852 2772 2468 | APPLY@IMS.EDU.HK Aldrich Bay Mid-Levels • South Horizons WWW.IMS.EDU.HK | A HONG KONG REGISTERED CHARITY

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