



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.

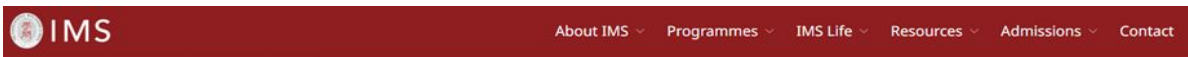
- Your child's recent photo
- Your child's birth certificate
- Your child's valid passport statistics page or ID card
- Proof of right of abode OR your child's HK Visa page
- Payment of the HK\$2000 Application Fee (For Payment Options, please [Click Here](#))

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: <https://ims.edu.hk/admissions/#step2> to create a family account in IMS Admissions Portal.




Apply Online



For families who are new to IMS, please click on the **New Application** button to create your family's unique Portal Account within Veracross (IMS Student Information System). Once your account has been created, you will receive an email with your login credentials to **IMS Admission Portal**. You will be able to log in and out of the Admissions Portal to complete the application at your own pace.





INQUIRY

IMS Family Information Form

We are delighted that you'd like to join the IMS community! The first step in the application process is filling in the information we need about your family to get you started in the form below. Upon submission of this form, you will receive an email with your account login username and instructions on how to set up a password for your access to IMS Admissions Portal to complete your child's application.

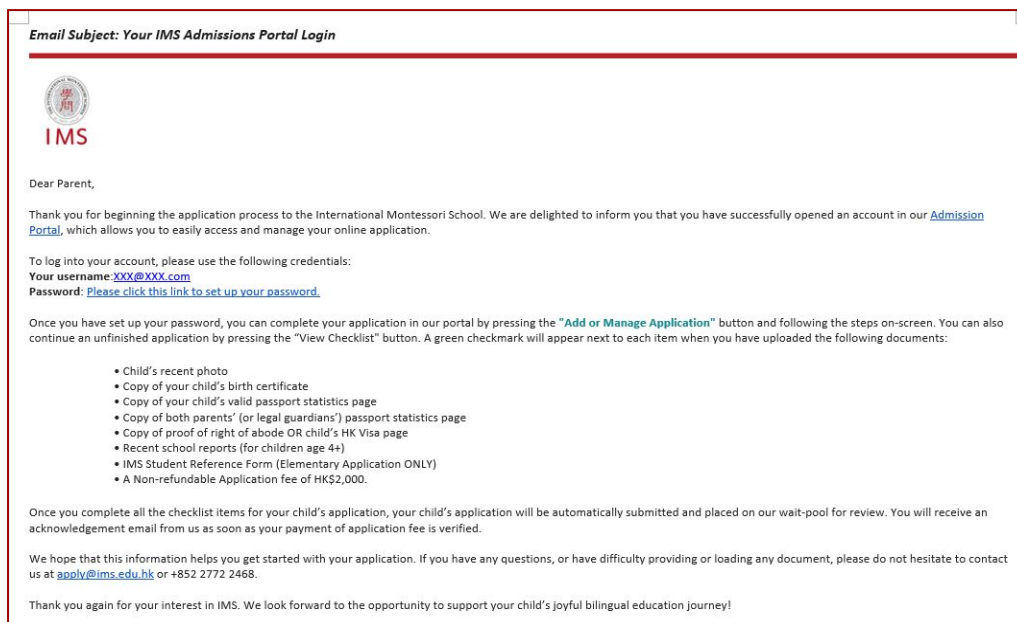
Applicant Information

<p>FIRST NAME (AS IT APPEARS ON PASSPORT OR BIRTH CERTIFICATE) *</p> <input style="width: 95%;" type="text"/>	<p>MIDDLE NAME (IF ANY)</p> <input style="width: 95%;" type="text"/>
<p>LAST NAME *</p> <input style="width: 95%;" type="text"/>	<p>PREFERRED NAME (IF ANY)</p> <input style="width: 95%;" type="text"/>

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**.

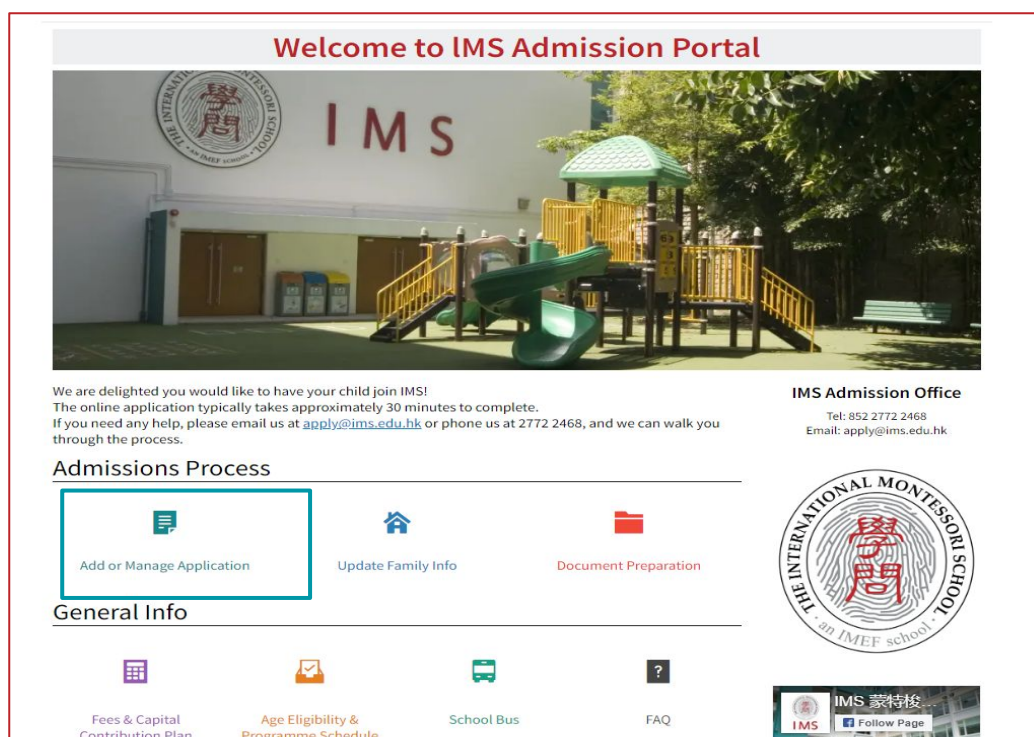
If you are not able to locate this email, please check in your junk/spam mail, or contact us at 2772 2468 or email at info@ims.edu.hk.



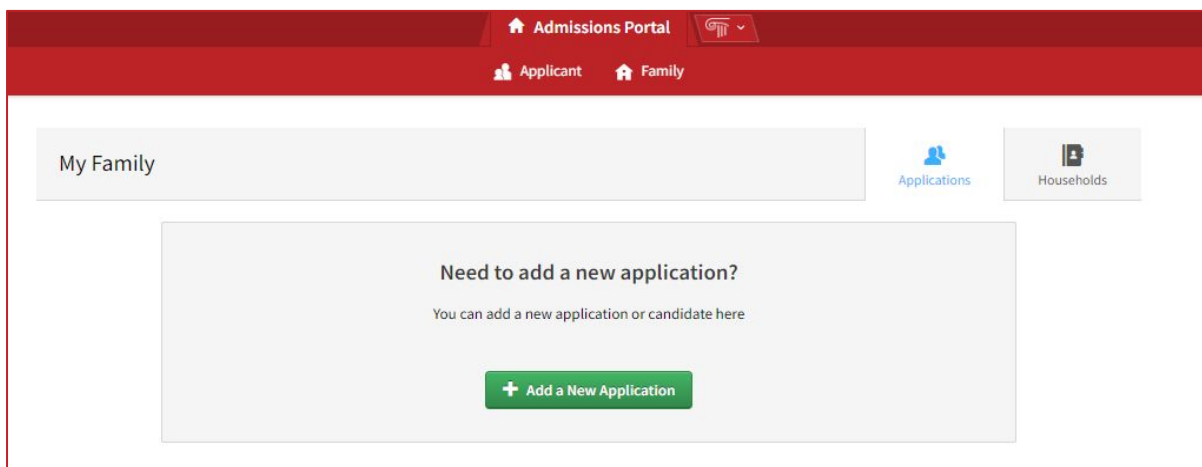
3. Add or Manage Your Child’s Application

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

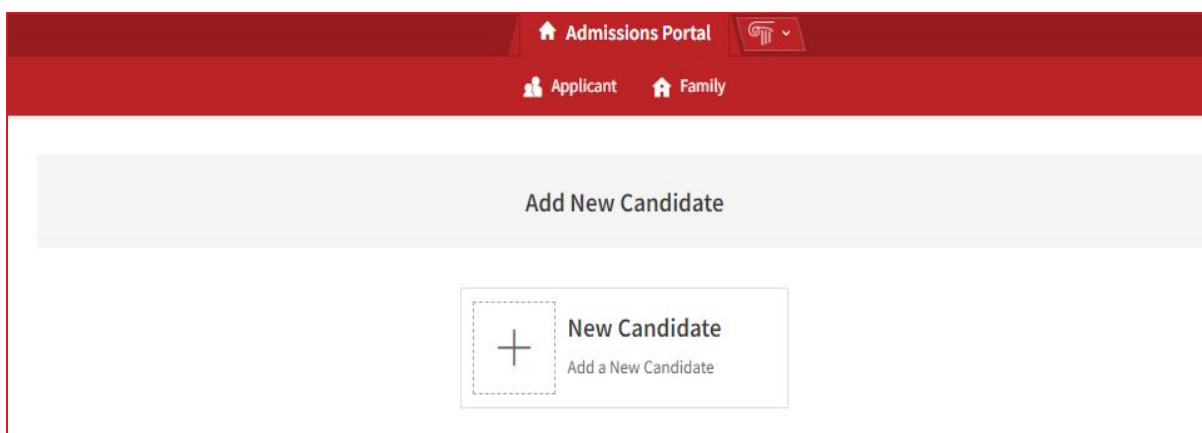
When you log into the **IMS Admission Portal**, you can begin a new application by clicking the green **“Add New Applicant”** button. You will be asked to complete different checklist items and upload the required documents in the process.



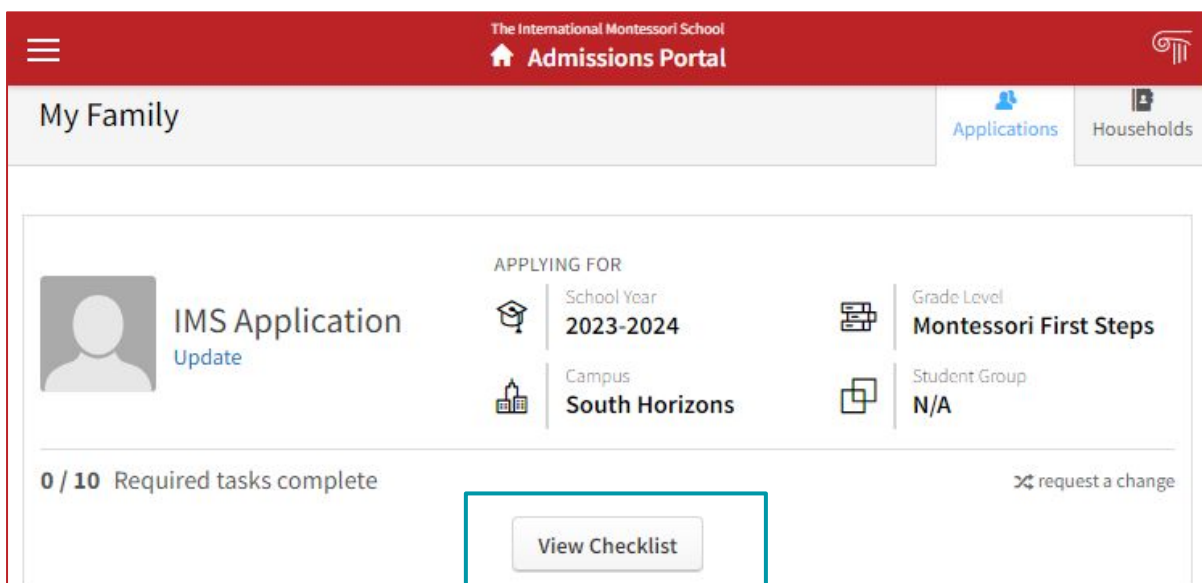
3.1 In the “My Family” page, please click the “Add a New Application”.



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




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.



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

蒙特梭利國際學校

IMS

Acknowledgment of Application for IMS Casa dei Bambini Programme

Dear Parent,

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.

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!

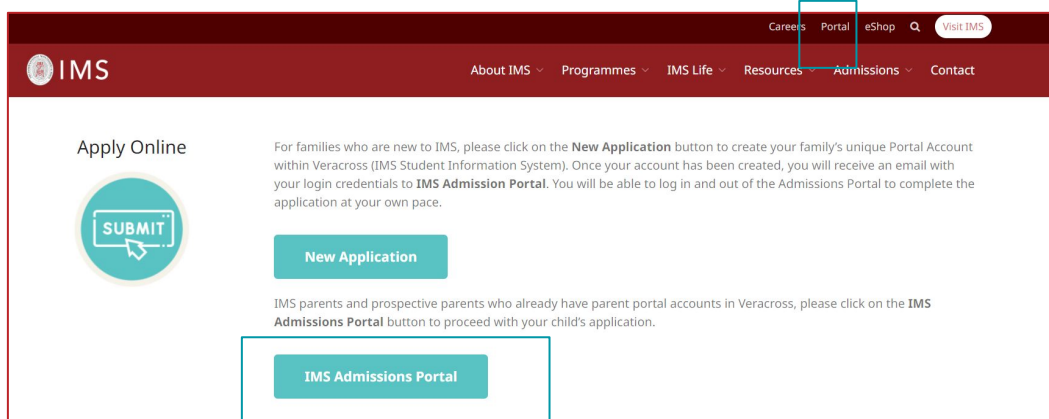
Warm regards,

Sandy Tsang,
IMS Admissions Office

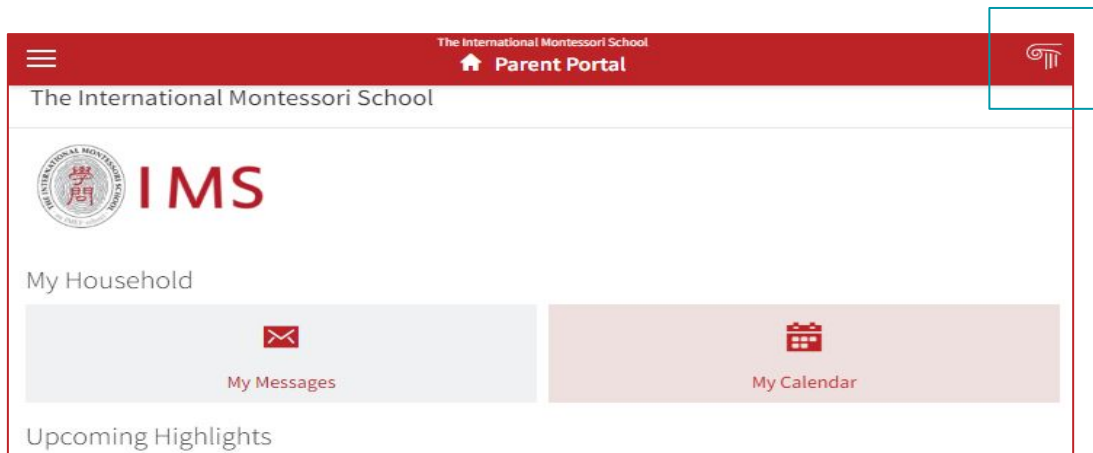
IMS ONLINE APPLICATION - IMS PARENT

1. Login to **IMS Admissions Portal** via Website

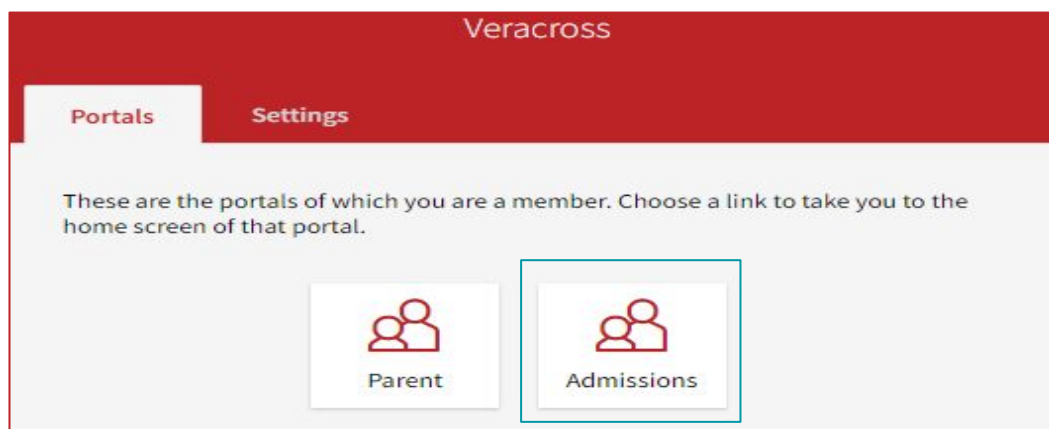
For IMS parents who already have a **Parent Portal** account in Veracross, please log into your **Parent Portal** or click on the **IMS Admissions Portal** button from our website: <https://ims.edu.hk/admissions/#step2> to start your child's application.



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



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.



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.ppschk.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.