

APPLICATION PROCESS



STEP 1: SUBMIT APPLICATION

- Complete the **online application** form through our online application portal (icsv.openapply.com)
- Submit **all** requested forms and supporting documents in the online application portal
 - Copy of your child's passport or birth certificate
 - Copies of the two most recent school report cards/transcripts (certified English translation)
Official transcripts are *required* for grades 9-12 with a timetable indicating the number of hours spent in class per subject per week
 - Completed Prospective Student Reference Form by a teacher, principal, or school counselor
- Submit payment for the **non-refundable application fee** of €310
 - On the bank statement, please indicate your child's full name

Please note that new applicants will only be considered for possible enrollment when all documents and the application fee of €310 have been submitted and paid.



STEP 2: ADMISSIONS TESTING

ICSV accepts applicants from school systems around the world; therefore, all prospective students must complete age and grade appropriate admissions testing to help determine their academic needs. Admissions testing will be scheduled once Step 1 is completed.



STEP 3: ADMISSIONS DECISION

The admissions office will contact you as soon as a final decision has been made. If your child is accepted, you will receive an official ICSV acceptance email with the student's enrollment offer.



STEP 4: ENROLLMENT

Your child's enrollment process is not complete until the **registration fee of €1050 and the enrollment contract** are submitted within five (5) business days of receiving the acceptance email.

Additional required documents (prior to the first day of school)

- Tuberculosis (TB) Clearance (if applicable)
- Additional grade report card (if applicable)

Bank Information

Steiermärkische Sparkasse
IBAN: AT18 2081 5232 0009 3831
BIC/Swift: STSPAT2GXXX

Admissions Coordinator

Mrs. Jenyfer Tirla
admissions@icsv.at