

Please submit the following documents with the form –

- (i) Three copies of this form must be sent together with the particulars required in Part I.
- (ii) Part I must be filled by the parent.
- (iii) Part II must be filled by the head teacher or principal of the school applied.
- (iv) 2 copies of the following documents must be accompanied with the application form that is birth certificate, identity card and passport of pupil and parent.
- (v) If the pupil's mother/father (non-citizen) is working in this country, please submit a certified copy of employment pass, dependant pass and certified letter from employer, as the case may be.
- (vi) If the application is not from the parent of the pupil, please submit personal documents as in paragraph (iv) and 2 certified copies of letter of evidence in respect of his relationship with the pupil.
- (vii) In the case of an application under sub-regulation 4(3), a statutory declaration from the appointed guardian or sponsor as to his willingness to act as guardian or sponser to child concerned.
- (viii) A letter of agreement signed by school and parents which be endorsed by the Private Education Section, Ministry Of Education and effective upon the issuance of pupils registration certificate.



FIRST SCHEDULE  
EDUCATION ORDER, 2003  
EDUCATION (SCHOOL ADMISSION AND SCHOOL REGISTER)  
REGULATION, 2004  
APPLICATION FOR ADMISSION OF A CHILD  
TO A GOVERNMENT / PRIVATE SCHOOL

PART I

(To be filled by parents or guardian)

To : Registrar General of Educational Institutions and Teachers  
Ministry of Education  
Brunei Darussalam

Through : Head teacher or principal  
.....  
.....

I apply to admit my son/daughter/a child under my custody\* by the name of  
..... at  
.....

*(Name and address of current school)*

to  
.....  
*(Name and address of school)*

.....

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\*Delete if inapplicable

**A. PARTICULARS OF PUPIL**

- 1. Full name :  
.....
- 2. Date of birth : ..... Gender : .....
- 3. Birth certificate no : ..... Issuing country : .....
- 4. Identity card no. and colour : ..... Issuing country : .....
- 5. Nationality : .....
- 6. Religion : .....
- 7. Passport no. / Date of expiry of passport/period of stay in Brunei Darussalam :  
.....  
.....

**B. PARTICULARS OF FATHER/LEGAL GUARDIAN**

- 1. Full name :  
.....
- 2. Date of birth : .....
- 3. Birth certificate no : ..... Issuing country : .....
- 4. Identity card no. and colour : ..... Issuing country : .....
- 5. Nationality : ..... Religion : .....
- 6. Contact no : ..... (home) ..... (office) ..... (mobile phone)
- 7. Passport no. / Date of expiry of passport/period of stay in Brunei Darussalam :  
.....
- 8. Occupation : ..... Employer : .....
- 9. Office Address : .....

**C. PARTICULARS OF MOTHER**

- 1. Full name :  
.....
- 2. Date of birth : .....
- 3. Birth certificate no : ..... Issuing country : .....
- 4. Identity card no. and colour : ..... Issuing country : .....
- 5. Nationality : ..... Religion : .....
- 6. Contact no : ..... (home) ..... (office) ..... (mobile phone)
- 7. Passport no. / Date of expiry of passport/period of stay in Brunei Darussalam :  
.....
- 10. Occupation : ..... Employer : .....
- 11. Office Address : .....

**D. PARTICULARS OF GUARDIAN / SPONSOR**

- 1. Full name : .....
- 2. Date of birth : ..... Gender : .....
- 3. Birth certificate no : ..... Issuing country : .....
- 4. Identity card no. and colour : ..... Issuing country : .....
- 5. Nationality : .....
- 6. Contact no : ..... (home) ..... (office) ..... (mobile phone)
- 7. Religion : .....
- 8. Passport no. / Date of expiry of passport/period of stay in Brunei Darussalam :  
.....
- 9. Occupation : ..... Employer : .....
- 10. Office Address : .....
- 11. Address in Brunei Darussalam :  
.....  
.....  
.....
- 12. Relationship : .....

**E. IS THE NAME OF THE ABOVE PUPIL INCLUDED IN THE**

- 1. Father's passport ? Yes/No
- 2. Mother's passport Yes/No

**F. DECLARATION**

I..... Identity card/Passport no : .....  
(Name)

do hereby solemnly declare that –

- (a) *The statements contained in this application form and the documents attached are true to the best of my knowledge and belief; and*
- (b) *The signature on this application form is in my handwriting.*

Signed and declared by me,

.....  
( )  
Date : .....

**PART II**

(To be filled by head teacher or principal)

**PARTICULARS OF PUPIL**

- (a) Name : .....
- (b) Date of birth : ..... Place of birth : .....
- (c) Nationality : ..... Religion : .....
- (d) Year/Form (Present) : .....
- (e) The last year/highest form : .....
- (f) Qualification/year : .....
- (g) Date of admission to first year : .....
- (h) Period of study in
  - (i) primary school : .....
  - (ii) secondary school : .....

.....  
*Signature of head teacher or principal* (Date)  
 ( )

**PART III**

(For use of Private Education Section Office)

1. Decision of Officer :

- Admission of pupil to KG/ year/form is approved
- Admission of pupil to KG/ year/form is not approved

Official Stamp

.....  
*Signature of Private Education Section Officer* (Date)  
 ( )

**PART IV**

(For use of Ministry of Education, Brunei Darussalam)

2. Decision of Registrar General :

- Admission of pupil to KG/year/form is approved
- Admission of pupil to KG/year/form is not approved

Official Stamp

.....  
*Registrar General of Educational Institutions and Teachers* (Date)  
 ( )