

## ADMISSION PROCEDURE FOR IB CANDIDATES

### An excellent English proficiency is an Admission prerequisite

You may apply online and upload the documents listed on the application checklist directly on your account.

Ecole Jeannine Manuel  
Admissions Office  
41 8bis, rue Albert Bailly – 59700 MARCQ EN BAROEUL  
Tel: +(33) 03 20 28 04 50 – Fax: + (33) 03 20 98 06 41  
E-mail: admissions-lille@ejm.net

#### Application checklist for all applicants:

- A completed application form
- A non-refundable application fee of € 90 to be paid online
- Copy of the applicant's birth certificate
- School reports for the two previous years and current-year reports as soon as available
- A letter of recommendation for the parents (written by family, friends or professional relations)
- A letter of recommendation for the applicant (written by the School Principal or a current teacher)
- For applicant to the 10<sup>th</sup> grade and above, a personal essay written by the applicant stating his/her reasons for applying to Ecole Jeannine Manuel
- An independent evaluation: WISC, ERB or a standardized test to be taken in the main language of your child.
- If the parents are divorced, an authorization signed by both to enroll the child at Ecole Jeannine Manuel

#### Application deadline:

It is best to fill in the admission form early in the year as the number of spaces is very limited.

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#### Admission procedure:

- **School presentation.** Presentations of Ecole Jeannine Manuel, followed by a Q&A session, take place almost weekly throughout the year. Dates are available on our website. We require that parents living in France and applying for the first time, attend a school presentation. Please register by contacting the Admissions Office by email: [admissions-lille@ejm.net](mailto:admissions-lille@ejm.net) . Please indicated the name of the child as well as the level demanded.
  - **Meeting parents.** An appointment is scheduled with a school department head, the Director of Admissions or the school Principal. We request that *both* parents come with their child to this meeting, which lasts approximately 30 minutes. If you have applied the previous year, only one parent is asked to come. For non-residents, a phone interview with parents on one hand and with the child on the other hand can be organized unless the family eventually comes to France.
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#### Notification

The Admissions Committee examines applications every month (from December onwards) and families are notified by post mail shortly after.