

No.	Required documents	Submission format	No. of copies
1	Enrollment application form	Original hard copy (In case parents/guardians are unable to declare and verify information directly on SSM.) Online copy (In case parents/guardians can declare and verify information directly on SSM – via the “Enrollment Application Form” feature.)	1
2	Student photographs (sizes 2x3cm and 4x6cm)	Original (Parents/guardians are not required to provide photos. Photos will be taken during orientation week or when the student attends the entrance assessment.)	Two (02) photos per size/type.
3	Student's birth certificate	Vietnamese students: Notarized copy Foreign students: Notarized translated copy	1
4	Student's passport (for foreign students) <i>*Applicable to students who have not previously studied at schools in Vietnam</i>	Notarized copy	1
5	Parent's/Guardian's passport (for foreign students) <i>*In cases of dual nationality, Vietnamese nationality is prioritized and the passport is not required in this case</i>	Notarized copy	1
6	Parent's/Guardian's temporary residence card (for foreign students)	Notarized copy	1
7	Academic records, including: Student record book/transcript; End-of-Semester 1 learning assessment form (for students enrolling after Semester 1 ends); Academic records issued by the previous school (for students enrolling before Semester 1 exams) – Vietnamese students; Full-year academic records – foreign students.	Original hard copy	1
8	Report card (for foreign students)	Original or notarized translated copy	1
9	Middle School Graduation Certificate (for students enrolling in Grades 10–12) <i>Note: New graduates may submit a temporary graduation certificate.</i>	Original hard copy	1
10	Birth certificate of the student's siblings (including legally adopted siblings), currently studying within the same school system (if any). Notes: - For legally adopted siblings who are studying within the same school system, an Adoption Certificate is required. - This document is collected only if siblings attend different schools within the Edufit system, as a basis for sibling tuition benefits.	Original hard copy	1
11		Notarized copy	1
12	Commitment Letter / Consent Form regarding the student's learning pathway and personal development plan	Notarized copy	
13	Proof of residence in Hanoi/Hai Phong for High School students: - For students residing in Hanoi/Hai Phong: Notarized copy of Citizen ID card - For students residing outside Hanoi/Hai Phong: CT07 Residence Confirmation or screenshot showing the student's name and Hanoi address on the VNeID app, as proof of residence in Hanoi.	Notarized copy	1
14	For grade acceleration/ early admission cases: One notarized copy of the required documents for submission to the Department of Education and Training, including: Decision approving grade acceleration/ early admission (issued by the approving school) Transcripts/records of previous grades Decision establishing the Student Competency Assessment Council (issued by the approving school) Minutes/record of the student competency assessment (issued by the approving school) Birth certificate	One (01) notarized copy of the required documents (as stipulated)	1

	Additional documents for mid-year enrollments		
1	School Transfer Application signed by the father/mother/guardian, with comments, signatures, and official stamps of both the transferring school and the receiving school.	Notarized copy	1
2	<p>School Transfer Recommendation Letter (applies only to Middle and High School students):</p> <p>Middle School: Issued by the principal of the transferring school</p> <p>High School: Issued by the principal of the transferring school (for transfers within the same province/city) or by the Department of Education and Training (for transfers from another province/city or from overseas)</p> <p>Note: Students transitioning from Grade 5 to Grade 6 or from Grade 9 to Grade 10 are considered entry-level admissions and are not required to submit a Transfer Recommendation Letter.</p>	Notarized copy	1
3	Certificate of admission to Grade 10 or the official admission list (entire cohort) that includes the student's name.	Photocopy (<i>with an official stamp and a binding stamp from the transferring school</i>)	1