

No.	Required documents	Submission format	No. of copies
1	Enrollment application form	Original hard copy <i>(In case parents/guardians are unable to declare and verify information directly on SSM.)</i> Online copy <i>(In case parents/guardians can declare and verify information directly on SSM – via the “Enrollment Application Form” feature.)</i>	1
2	Student photographs (sizes 2x3cm and 4x6cm)	Original <i>(Parents/guardians are not required to provide photos. Photos will be taken during orientation week or when the student attends the entrance assessment.)</i>	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	Birth certificate of the student's sibling(s), or legal adoption documents in case the sibling is legally adopted by the student's parent(s) and is currently studying within the same school system (if applicable). Notes: - In cases where the sibling is a legally adopted child of the student's parent(s) and is studying within the same school system, an official adoption certificate must be provided. - This document is only required for siblings who are studying within the Edufit Education System but at a different campus, as a basis for applying the Sibling Discount Policy within the system.	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	School Transfer Recommendation Letter (applies only to Middle and High School students): Middle School: Issued by the principal of the transferring school 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) 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.	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