



Documents Requirements

**All the application documents must be in English. If the document cannot be provided in English, student must have it officially translated and notarized.*

- 1. Application Form**
- 2. Passport Copy (Page with Photo ID and Signature)**
- 3. Latest Transcripts: Minimum 2 years**
- 4. English Proficiency Test Results: Duolingo / IELTS / TOEFL** (If you do not have any English Proficiency Test results, please contact admissions for Internal test or schedule a Duolingo Test)

Admission Process

1. Submit Admission Documents

Please submit all the admission documents to admissions@concordia-academy.com

Application documents must be in English and properly titled: Document name_Student Name

2. Provide Supplementary documents if requested

Students may be requested to submit supplementary documents such as: Various subject based test results, Personal Essay, CV, etc.

3. English Language Test (If student does not have any English Proficiency Test result)

Duolingo, IELTS, TOEFL are all accepted as English Proficiency Test results

If student does not have any English Proficiency Test result, they must contact the admissions to schedule for an internal test.

International students must meet the English Proficiency requirement or they must take the ESL courses provided by COA. Please view the English Proficiency Equivalence for our Admissions and ESL courses.

4. Interview (If requested)

Student will have an interview with our Admissions Officer or Principal depending on the programs or circumstances.

If accepted to the school, Receive Letter of Offer (LOO) and Invoice

If the student is accepted, school will send LOO and Invoice for the student through their email submitted in the application form.

5. Pay the tuition Fee

Tuition fee mentioned in the Invoice must be paid in FULL within in the deadlines mentioned in the invoice before being enrolled to the school

6. Receive Letter of Acceptance (LOA) and Student Account Activation

LOA will be issued to the student with 'Student Account Activation' file

7. Orientation and Welcoming Session

Together with LOA, student will receive an email for scheduling the Orientation and Welcoming session