

DOCUMENTS TO BE ATTACHED TO THE ADMISSION APPLICATION

1. Student's Documents

The following documents must be scanned and sent to the following email address:

lduque@altamira.edu.co

Here is the translation of the list into English:

- Birth Certificate
- Clearance certificate (proof of no outstanding debt) from the previous preschool or institution, if applicable.
- Latest school report or preschool development report, if applicable.
- Up-to-date vaccination record or card.
- Health insurance (EPS) affiliation certificate.
- One or two family recommendation forms for the admission process.
- Family photograph.
- Vision and hearing exam certificate, issued by a competent health professional or entity, with an issuance date no older than three (3) months.

2. Documents of Parents and/or Guardians

Both parents must submit the following documentation:

- Scanned identification document (both sides) for both parents and/or legal guardian. For Colombian citizens, this is the *Cédula de Ciudadanía* (National ID Card).
- **For foreigners:** a valid identification document for the minor must be provided, as applicable: current passport with a valid visa, *Cédula de Extranjería* (Foreigner's ID Card), safe-conduct pass, Temporary Protection Permit (PPT), or a valid migratory document issued by a competent authority.
- Official company letterhead certifying employment, which must indicate position, salary, length of service, and type of contract. This also applies to foreign companies.
- Income certificate issued by a public accountant (only for independent contractors).
- Income Tax Return from the last year for both parents.
- Three (3) latest bank statements (issued by banks from the location where you have resided in Colombia or abroad).

It is a requirement to send all the requested documents via email in order to start the admission process.

Versión: 2

Fecha: 28/04/2026