



## New Student Acceptance Process Checklist:

1. **Sign Tuition Agreement and pay the deposit**
  2. **Send us proof of your visa approval to [admissions@northernacademy.org](mailto:admissions@northernacademy.org).**
  3. **Pay the remainder of your child's tuition according to the signed Tuition Agreement**
  4. **Complete your child's Enrollment Consent & Required Documents Form:**
    - a. Dorm students, you will need to prepare the following:
      - A valid health insurance card OR buy the Northern Medical Center (NMC) Health Package
      - Immunization Records
      - Northern Medical Center (NMC) Consent Form
      - Read and complete the Northern Move-In Procedure
    - b. Non-Dorm students, you will need to prepare the following:
      - Physical Examination Form (completed within 1 year of starting date)
      - Immunization Records
      - Northern Medical Center (NMC) Consent Form
  5. **Once Steps 3 and 4 are complete, we will then send you your child's Official Enrollment email.**
  6. **Open your child's Official Enrollment email and complete the following:**
    - a. Send us your child's photo ID. Photo ID requirements can be found in the official enrollment email
    - b. Look and familiarize yourself with the following links:
      - Back to School Notice
      - Student Orientation
      - Parent Orientation
      - Office Directory
    - c. Dorm Students:
      - Have you read the [Northern Move-In Procedure](#)?
    - d. School Uniform:
      - Did you buy your child's school uniform?
- For any questions regarding school uniforms, please email [sao@northernacademy.org](mailto:sao@northernacademy.org).
- e. Facts Accounts
    - Have you, the parents, log-in to your parent portal account?
    - Did you, the parents, enter an emergency contact person/persons information?