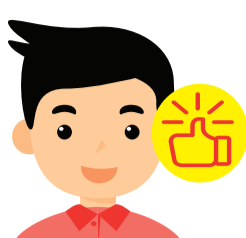# ADMISION PROCEDURES

Tzu Chi School's registration will be ONLINE through
third party application, www.edumor.com
To register, you must have an Edumor account and an active email.

Make sure you have read the procedure
registration, terms of condition, cost information
and other important information.

**1.** Visit Tzu Chi School's website
http://tzuchi.sch.id/OnlineAdmission.html
Click the "Enroll Now" button.
Select the level/grade you wish to register.

**2.** If you have not had an Edumor account,
click "Register" to make an account.
Verify your email and login.
After logging in, you can proceed
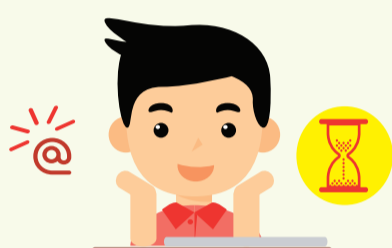to the application form.
Read the terms and conditions carefully.

**3.** Fill in the data of student and
parent / guardian as required.
A registration ID will appear and your registration
status will be "Terkirim".

**4.** Make the administration fee payment
to get a queue number.
If the payment is succesful, your
registration status will change to "Masuk Antrian".

*Please complete the payment so your registration will be delivered to the school

**5.** All applicants will receive a notification from
Tzu Chi School through email.
Kindly check your email regularly.

**6.** If the applicant passes the selection, the registration
status will change to "Pembelian Formulir".
You must then complete the application form
by accessing www.edumor.com/enrollment
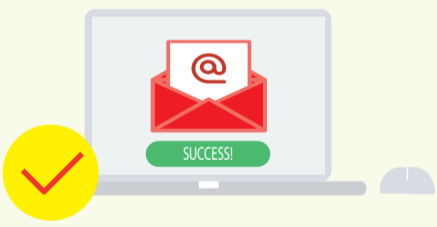Click the "Registration Details" and "Edit" button.

**7.** Download and print your application form in
www.edumor.com/enrollment
Click the "Registration Details" and
"Download Pdf Form" buttons.
Submit the printed form and other supporting
documents to Tzu Chi School accordingly to the
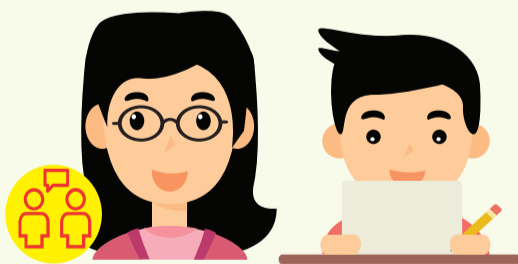schedule that will be sent to you through email.

**8.** The application form payment can only be done
through bank transfer to the account number that
will be sent to you through email.
Present the proof of payment when submitting
the application form and
other supporting documents.

**9.** After the documents and proof of payment
are verified, Tzu Chi School will give you
a receipt of the documents along
with the assessment schedule.

**10.** Entrance assessment, based on the schedule given.
Present any original documents if required.

**11.** Assessment results announcement.
Students who pass the assessment
will receive notification email
and your registration status
will change to "Lolos Seleksi Masuk".

**12.** Make the payment of registration and confirm your
payment to Tzu Chi School.
Congratulations! Your registration is successful.

## YAYASAN BUDDHA TZU CHI WIYATA
# TZU CHI SCHOOL
Pantai Indah Kapuk