

INSTRUCTIONS ON HOW TO PRESENT and SEND THE APPLICATION:

- Do not staple documents; do not glue photo
- Only one photo is needed
- Send all papers loose, free of plastic inserts or folders
- Attach photo and check with a paper clip to the first page of the Application for Admission
- Send your application documents in an envelope in the following order:
 1. Application for Admission
 2. Parents' Personal Data
 3. Questionnaire (Preschool only)
 4. Parents' Motivation Letter (Preschool only)
 5. Copy of Birth Certificate
 6. Copy of Passport (if applicable)
 7. Student's Motivation Letter (Grades 6 through 12)
 8. 2 Recommendation Letters (if sent with the application)
 9. English Teacher Recommendation (as of 1st Grade and if sent with the application)
 10. Last year's Report Cards (1st Grade and up)
 11. This year's Report Cards (1st Grade and up)
 12. Custody Documents (if applicable)
 13. Copy of Wire Transfer (if applicable)
 14. Completed Checklist
- The envelope should be addressed to the attention of the Admissions Office, Lycée Français de New York, 505 East 75th Street, New York, NY 10021 and sent by postal mail, or it could be dropped off at the front desks
- If supporting documents are being sent separately (i.e. recommendation letters or anything that was not sent with the original application), they could be sent via email or fax
- Do not send documents more than once; once a document is submitted, regardless of its mode of submission (i.e. email, fax, etc.), there is no need to re-send as it will not be kept even if it is an original

Thank you for complying with the above instructions.