



## Helpful Information regarding the Matriculation process for International Transfers (Grades P2 to S5)

The following is a list of items required to properly matriculate your child into Markham, should your family be offered a place. Some of this information must be obtained in your current country of residence, therefore, it is important that all families coming from abroad to reside in Peru revise this list. All families must be prepared with the documentation in order to facilitate their matriculation process.

Please review the following items:

- **An original and updated Peruvian birth certificate issued by RENIEC is required** for any child (Peruvian or foreign) born in Peru. Both Peruvian children born abroad as well as foreigners born abroad are only required to have a copy of their birth certificate.
- **A copy of the student's DNI, Carnet de Extranjería (CE) or Carnet Diplomático (CD).** Kindly note, all Peruvian students born in Peru or abroad are required by law to have a DNI. Foreign students new to the country whose *carnet de extranjería* or *carnet diplomático* may still be in process will be allowed to matriculate. However, the matriculation process will be 'observed' until a copy of this document has been brought to the School.
- A copy of your child's **"End of Year" school report** from his last year at his current school.
- The **'Resolución Ministerial' of the studies concluded abroad recognition process:** This is a process by which the Peruvian Ministry of Education acknowledges the academic year(s) completed abroad by the student. This is a personal process (*not completed by Markham*), through the Peruvian Ministry of Education.
  - To do so, all foreign students relocating to Peru temporarily must provide a **Certificate of Studies (or similar documentation)** of the ***last year of school*** concluded abroad prior to enrolment in Markham.
  - All Peruvian students, relocating from abroad returning to Peru, will be asked to provide a Certificate of Studies (or similar documentation) for ***all*** of the prior years of study concluded abroad (Primary or Secondary).
  - In all instances, the Certificate of Studies must be properly authenticated by the country's educational authority, as well as, legalised with The Hague Convention Apostille Seal (for participating countries). If the country is not a part of this Treaty, the certificate



must be legalised by the Peruvian Consulate in the Country of origin and later authenticated in the Ministry of External Affairs upon your arrival to Peru.

- If the legalised certificate (whether it has the Apostille Seal or the Peruvian Consulate's Stamp) is not written in Spanish, it must be officially translated by an [Official Translator](#).
- The certificate along with its official translation must be submitted to the Ministry of Education "Mesa de Partes Virtual" or at the Office located on Calle Del Comercio 193, San Borja. The certificate must be accompanied by the student's copy of his DNI (Peruvians) or birth certificate (in the case of foreign students). *Please note, the birth certificate for foreign students must also be legalised by the Peruvian Consulate or contain the Apostille Seal.*
- For more complete information regarding this procedure, please visit the [following government site](#)
- All Students who have studied in Peru in previous years (both Foreign and Peruvian), must also present a '**Ficha Única de Matrícula**' from his/her previous school in Peru.