



2027-2028 ADMISSIONS PROCESS

ADMISSIONS DEPARTMENT

809-563-1707 EXT. 809
ADMISSIONS@SMS.EDU.DO
FARAH VIDAL



VISIT OUR SCHOOL



For general inquiries about our school or to submit a preliminary placement request, please contact our Admissions Coordinator, available Monday through Friday from 7:30 a.m. to 3:30 p.m.

Guided tours are available by appointment. To schedule a tour, please call 809-563-1707, ext. 809, or click the link:

[St. Michael's School Tour Request.](#)

Our **Open House** will take place on Thursday, September 17, 2026.

Evaluation Process

Documents Needed Prior to Student Evaluation:

- **Application Forms** and checklist items in the admissions' portal. All documents on the checklist need to be completed prior evaluation.
- Report Cards: 2025-2026 and 2026-2027 (**up to the current date**)
- Letter of Financial Clearance from the Previous School
- Evaluation Fee: SMS Siblings RD\$2,000 - Children of SMS Alumni US\$50.00 - SMS New Applicants US\$100

Deadline for First Grade Document Submission: September 21, 2026

Please refer to the following section for additional documentation required upon enrollment.

**First Grade Evaluations
October 5 - November 6, 2026**

St. Michael's

First grade evaluations will be conducted from October 5 through November 6, 2026. The Admissions Coordinator will contact families whose applications are selected for evaluation to confirm their assigned date.

Please note that submitting an application does not guarantee an evaluation. Additionally, completion of an evaluation does not guarantee an interview. Only applicants selected to advance in the process will be invited to meet with a Director or Founder to discuss their evaluation results.

Parents will be informed after each step of the admissions process whether their child will advance to the next stage. Final admissions decisions will begin to be communicated on November 17, 2026. Evaluations for second grade and above will be scheduled according to placement availability and the Admissions Committee's review of the submitted documents. **Admissions will close on February 28, 2027.**

Next Steps After Admission Confirmation

Once your child has been officially admitted to first grade, the official SMS Registration Form must be completed and submitted to the Admissions Office by December 11, 2026. The form includes the following requirements:

- **Payment:** To secure your child's place in the Grade One class at SMS, a US\$3,375.00 deposit must be submitted within three (3) days of receiving the admission decision. The deposit will be applied to the selected Tuition Payment Plan, which is due in February 2027. **Please note that the deposit is non-refundable and non-transferable.**

Required Documentation (to be submitted by April 30, 2027):

- Original, legalized, and updated birth certificate. If born abroad, a photocopy of the birth certificate (legally translated into Spanish) is acceptable
- Medical certificate (issued within the last 3 months)
- Vision examination report (issued within the last 3 months)
- Hearing examination report (issued within the last 3 months)
- Copy of vaccination record
- Signed 2027-2028 Parent/School Agreement (sent via email)
- Copy of parents' or tutors' IDs
- Original final grades issued by the previous school, duly validated by the Ministry of Education (MINERD) at the end of the school year

ENROLLMENT IS NOT VALID WITH THE MINISTRY OF EDUCATION (MINERD) WITHOUT THE SUBMISSION OF ALL REQUIRED DOCUMENTS.

For further information, please contact
809-563-1707 Ext. 809 / admissions@sms.edu.do

St. Michael's

