

REQUIRED DOCUMENTATION

In order to process your child's admission, MCCA requires the following documentation to be provided, in original and one copy. Documentation that is not in Spanish or English must be translated and legalized.

Kinder

- Birth Certificate
- Current passport and the appropriate FM document, if a foreign national living in Mexico.
- CURP (Located on FM document)
- Vaccination records and medical certificate stating your child is in good health and able to participate in physical education activities.
- Proof of home address (Telmex, CFE)
- Current passport, FM document, INE from both parents.
- MCCA Official registration package.*

Elementary

- Birth Certificate
- Current passport and the appropriate FM document, if a foreign national living in Mexico.
- CURP (Located on FM document)
- Vaccination records and medical certificate stating your child is in good health and able to participate in physical education activities.
- Kindergarten certificate, if applying for first grade.
- Grades from previous school years, if applying for 2nd-6th grades.
- Letter of good conduct.
- Five photos black and white- Child sized in matte paper wearing white blouse or shirt.
- Letter of good conduct.
- Letter from previous school acknowledging that all debts have been cleared.
- Proof of home address (Telmex, CFE)
- Current passport, FM document, INE from both parents.
- MCCA Official registration package.*

Middle and high school

- Birth Certificate
- Current passport and the appropriate FM document, if a foreign national living in Mexico.
- CURP (Located on FM document)
- Vaccination records and medical certificate stating your child is in good health and able to participate in physical education activities.
- Educational certificate from elementary and middle school.
- Grades from previous school.
- Letter of good conduct.
- Five photos black and white- Child sized in matte paper wearing white blouse or shirt.
- Letter of good conduct.
- Letter from previous school acknowledging that all debts have been cleared.
- Proof of home address (Telmex, CFE)
- Current passport, FM document, INE from both parents.
- MCCA Official registration package.*

All requested documentation should be provided to the school no later than the first day of school. Incomplete packets will not be processed. All fees are non-refundable.

IMPORTANT:

MCCA is not staffed to handle students with learning disabilities or those who:

- Have a record of any behavioral problems.
- Have demonstrated an inability to exercise self-control.
 - Lack of respect for authority.