



Oslo

Oslo kommune
Utdanningsetaten
Manglerud skole

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Admission Policy International Classes

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Nordic Network
OF INTERNATIONAL SCHOOLS

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Guidelines for Admission

Who Can Apply?

International Classes at Manglerud skole is a city-wide programme open for qualified applicants who hold the right to education in the Municipality of Oslo.

Target Groups

International Classes at Manglerud Skole are primarily for three groups of students:

- Students from outside of Norway who are, or intend, to be residents in Oslo for a limited period of time before returning to their home country or a third-party country.
- Students currently residing in Oslo who are preparing for an imminent, limited stay abroad and will continue their studies at an English-speaking school or IB school outside of Norway.
- Norwegian students who are returning from a stay abroad and are interested in an international education, have an international background, and/or are seeking an academic challenge with a desire to complete an IB education.

The academically rigorous curriculum is delivered in English and follows the national curriculum within the framework of the International Baccalaureate Organization (IBO) Primary Years Programme (PYP) for Grades 1 - 6 and the International Baccalaureate Organization Middle Years Programme (MYP) for Grades 7 -10.

The IBO PYP and MYP programmes are not English language learning programmes. Students admitted to Manglerud International Classes (MIC) are required to have a level of competency in writing, reading, and speaking English to enable them to fully participate in the programme without any additional English language support.

Admissions Criteria for Years 1-10

If there are more applicants than spaces available in each year applications will be ranked as follows.

Criteria 1:

- Students from outside of Norway who are, or intend, to be residents in Oslo for a limited period of time before returning to their home country or a third-party country.
- Applicants to **years 1-2** must have attended at least one full academic year in an English speaking kindergarten or English speaking school, either overseas or in Norway, where the full curriculum is delivered in English. Applicants to **years 3-10** must have attended at least one full academic year in an English speaking school within the last two academic years, either overseas or in Norway, where the full curriculum is delivered in English.
- Documentation supporting the length of attendance and the school curriculum as specified above is required as well as achievement records.
- For **years 3-10** documentation is required indicating level of English at the appropriate year level. Applicants may be subject to an interview as proof of their English language level.

Criteria 2:

- Students currently residing in Oslo who are preparing for an imminent, limited stay abroad and will continue their studies at an English-speaking school or IB school outside of Norway.
- Documentation is required indicating the proposed length of stay and reasons for the stay outside of Norway.
- For **years 3-10** documentation is required indicating level of English at the appropriate year level. Applicants may be subject to an interview as proof of their English language level.

Criteria 3:

- Norwegian students who are returning from a stay abroad and are interested in an international education, have an international background, and/or are seeking an academic challenge with a desire to complete an IB education.
- Documentation supporting the length of attendance and the school curriculum as specified above is required as well as achievement records.
- For **years 3-10** documentation is required indicating level of English at the appropriate year level. Applicants may be subject to an interview as proof of their English language level.

Criteria 4:

- Incomplete applications
- Applicants who do not reside in Oslo
- Applicants in years 3-10 who do not have a demonstrated competency in English language

Priority

If there are more applicants than places available within each year, then priority will be given to those who meet the criteria in the following order:

- applicants with siblings at MIC
- If there are more sibling applicants than there are places in each year, then a ballot will be drawn to determine allocation of places
- Remaining applicants will be allocated any remaining places using a ballot system after being ranked by criteria

Required Documents – All

The following forms of documentation must be added to an application. Failure to include all required documentation will result in an incomplete application and will not be considered. **Proof of residency will be required prior to official offer of admissions and starting school.**

To document proof of identity

- Passport (student and parents)
- UDI/oppholdstilatelse/certificate of residency (student and parents)

To document temporary stay in Oslo

- Work contract with end date (for criteria 3- work contract)
- Letter from employer or university indicating start and end dates

To document residency

- Copies for all members of the family (child and parents) of certificate of residence (bodstedsattest) from the Norwegian Tax Administration (Skatteetaten) or National Registry (Folkeregisteret)
- For new arrivals- proof of address- lease documents
- Applicants who are moving to Oslo are eligible to apply for a place, however, they cannot secure their spot until they provide documentation that they have moved to Oslo with their parent(s) or legal guardians before the start of the school year. Prior to obtaining official documentation copies of potential lease contracts or letters from employers as being located in Oslo will suffice.

To document language proficiency in English

- Letter from kindergarden/school
- Report or achievement record
- Certificate of completion
- Transcript
- Handwritten task sample (years 3-10)

Additional Required Documentation for MYP (years 7-10)

- Transfer Certificate (please see document requirements below)
 - Must be issued on a school letterhead.
 - Must be signed by the principal and carry an official school stamp.
 - Must be issued in English or officially translated into English.
 - Must be typed. Handwritten certificates will not be accepted. Failure to submit a correct Transfer Certificate carrying the appropriate authorization/stamp will jeopardize your child's acceptance.
 - Requires the following information on Transfer Certificate
 - Student's full name:
 - Student's date of birth:
 - Student's country of birth:
 - Student's nationality:
 - The school's curriculum: (British, IGCSE, IB, American etc.)
 - Student's date of admission:
 - Grade/Year level student was admitted:
 - Student's present grade/ year level:
 - Student's leave date: (Student's full name) completed grade X and has been promoted to grade X for the academic year XXXX.
- Transcript/report card from the previous two years

Other Suggested Documentation for student support

The following documents do not have any bearing on admissions but help to support a child prior to starting school

A. Documentation for academic support

- Sakkyndig vurdering/Expert assessment (PPT)
- Diagnosis of learning support or needs
- Special needs documentation from previous school
- Diagnostic test results, standardized test results, or mapping from previous school in, e.g., Mathematics and English
- Learning support plans/Individual Learning Plans (ILPs)

- Letter from previous kindergarten/school about necessary accommodations

B. Documentation for medical/physical support

- Medical support information from health services if student needs additional care or assistance for medical reasons. (The school cannot house or administer medication)
- Letter from previous kindergarten/school about necessary accommodations

Upon Successful Admissions: Please also provide the school with the following documents in person. For GDPR reasons we do not want electronic copies.

- Health card/proof of vaccination (if coming from abroad) only to be submitted upon successful admissions within the first week of attendance
- Documentation of diagnosis for special/medical needs

Waiting List

In the event of there being more applicants than places available, applicants not allocated a place will be ranked on a waiting list for the appropriate year.

Applications received after the given deadline will also be placed on the appropriate waiting list.

Students may be offered a place throughout the school year should places become available.

Admission procedure

Applicants need to complete the online application form (on website) for admission with the required documents before the deadline (1st of March each year). Those with a registered BankID submit the form electronically via the website. If you do not have a BankID please contact your bank. A physical paper copy can also be obtained by emailing the school at international-classes.manglerud@osloskolen.no

After March 1st applicants are then processed by the school's admission committee. Processing time is four to six weeks.

Applicants who are accepted receive an email notification and need to accept/confirm the offer within 8 working days using the reply slip. Contingent on proof of residency in Oslo.

If the school does not receive an answer within the time frame identified on the reply slip, the offer will be withdrawn and given to the next applicant.

There are a limited number of places. If the applicant is not given a place, a new application is needed each year as new waiting lists are made yearly after March 1st.

Termination

Parents must notify the school and Activity School (AKS) of their intention to leave the school and are required to fill out a termination notice. [termination-of-school-place.pdf](#)

Failure to fill out a termination notice will result in the family still receiving invoices from AKS. The school is also unable to send necessary files to a new institution until a termination notice is on file.

If you require additional documentation at your new school (transcripts, certificate of completion, or copy of reports) please allow up to two weeks to process your request. E-mail your request to the school at international-classes.manglerud@osloskolen.no with full name and year level of your child(ren).

Transfer Certificate Requirements:

The Transfer Certificate

1. Must be issued on a school letterhead.
 2. Must be signed by the principal and carry an official school stamp.
 3. Must be issued in English or officially translated into English.
 4. Must be typed. Handwritten certificates will not be accepted.
- Failure to submit a correct Transfer Certificate carrying the appropriate authorization/ stamp will jeopardize your child's acceptance.

Required information on Transfer Certificate

1. Student's full name:
 2. Student's date of birth:
 3. Student's country of birth:
 4. Student's nationality:
 5. The school's curriculum: (British, IGCSE, IB, American etc.)
 6. Student's date of admission:
 7. Grade/Year level student was admitted:
 8. Student's present grade/ year level:
 9. Student's leave date:
- (Student's full name) completed grade X and has been promoted to grade X for the academic year XXXX.

For students in years 7-10 a copy of their latest academic record should be included.

Termination of school place, International Classes and AKS

We, the parents of _____ (student name) confirm our intent to terminate the place at International Classes starting (day/month/year) __/__/20__.

The termination of school place should be handed to the administration either by mail or email to: international-classes.manglerud@osloskolen.no

Name of student.....Year:.....

Reason for termination.....

The student will be enrolled at:

Name of the new school:.....Year.....

Address:.....

City.....

Country:.....

Telephone:.....

Email:.....

We acknowledge that a new application is required should we wish to re-enroll at International Classes.

Oslo, date.../.....

Signature (parent1).....Name (print).....

Signature (parent2).....Name (print).....