

# 6 Application Steps to SPH Sentul City



## 1. Create Your Account

Go to [sphsc.openapply.com](https://sphsc.openapply.com), every family will have one account for their child/ren. Make sure you are using an active email to register.



## 2. Submit Application

Fill in and complete all datas required.



## 3. Upload Documents

All documents must be formally scanned in color.

+ Birth Certificate      + Family Card (Indonesian Students)      + Latest 3 years Report Card  
+ Passport                      + KITAS (International Students)



## 4. Pay Application Fee

Rp. 1.000.000,- for first child and Rp. 500.000,- for siblings.  
Credit Card / Online Payment / Transfer to

**Yayasan Pendidikan Pelita Harapan, CIMB Bogor #8000 5854 6100**



## 5. Schedule Test / Observation

Contact our admission by [Whatsapp](#), [E-mail](#), or Phone to schedule test/observation



## 6. Wait for the result

We will inform you by e-mail in 5-7 working days.

\*\* After accepted, you will find more items to fill / submit \*\*

**Contact us  
we are happy to help!**

Admissions Office - SPH Sentul City  
Monday-Friday, 08.00 - 14.00

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E-mail : [sph-sc@sph.ac.id](mailto:sph-sc@sph.ac.id)

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