

Application Checklist

Please be aware that in order to be fair and just to all applicants and to expedite the admissions process, this application cannot be processed until **all of the following items** have been submitted to the school.

- Completed application form.
- The students' academic records from the past school year.
- A copy of the vaccination record.
- A photocopy of the parent and student's passport.
- 5 Passport-size photos.
- A photocopy of the student's visa.
- Payment of non-refundable registration fee of 1500.00 RMB .
- Signed copy of the SSIS Enrollment Agreement.

All items requested for admissions must be in English.

Steps in the Admissions Procedure

1. Submit student application form, fees, and all above documentation to the Admissions office.
2. Parents will receive notification of complete/incomplete file.
3. Student completes an admission screening procedure.
4. Screening information is forwarded to the appropriate school office.
5. File is reviewed by administration and final acceptance decision is made.
6. Parents are notified of final placement decision. If accepted, notification of grade placement and orientation date will be given.
7. Tuition fee should be paid before the student attends school.