



## Student Admission Application Procedure

### 1. Contacting the school

Welcome to the International School of Tianjin (IST). Please contact IST to learn about our school's history, philosophy, curriculum, facilities and community of learners by:

1. Visiting our website at [www.isttianjin.org](http://www.isttianjin.org) or by sending an e-mail to [info@istianjin.net](mailto:info@istianjin.net)
2. Phoning the school office at 86-22-2859-2001
3. Faxing the school office at 86-22-2859-2007
4. Visiting IST at Weishan Road, Shuanggang, Jinnan, Tianjin 300350, PRC (please phone for an appointment).

### 2. Application Package

To initiate formal enrollment a copy of the Student Admissions Application Package for each child must be faxed, posted or delivered to the school. Application packages are available from the school or can be downloaded from the school website.

To be provided immediately (Steps 1 to 3):

1. Student and Family Information: Application Form A
2. Student Educational Information: Application Form B
3. Parental Agreement: Application Form C

To be provided at the time of the student interview (Steps 4 to 6):

4. Copies of the student's school reports and official transcripts in English (for the last two years and notarized if translated), and the results of any standardized achievement and special academic or psychological evaluations (if available).
5. Photocopy of applicant's passport
6. RMB1,700 Application Fee (non-refundable)

To be provided no later than the student's first day of school (Steps 7 and 8):

7. Health Information: Application Form D
8. Physical Examination: Application Form E

Note: All applications are dated and coded. Students are enrolled according to a variety of criteria including: available spaces, the date of application, English language proficiency, other siblings currently enrolled in the school, past school records, special needs, etc.

### 3. Student Interview

All new students and at least one of their parents are required to meet with a school administrator before a final admission decision is made. For this process to continue, the following steps must be taken:

1. Submit Steps 1 to 3 in Section 2 above (Student Admissions Application Forms A to C)
2. Schedule a meeting with a school administrator by phoning the school office at 2859-2001, or via email.
3. Students may be required to sit English Second Language (ESL) or other tests at this time.
4. Please provide a translator if required. IST provides Korean and Chinese translation upon request.

Note:

- i: All documents in Steps 4-6 in Section 2 above must be provided at the time of the student interview.
- ii: The requirement for a student interview prior to the confirmation of a place may be waived by an administrator for students currently living outside Tianjin provided Steps 4 to 6 are complete and student records/transcripts are of an acceptable standard.

### 4. Admission Decision

Parents will be telephoned and informed whether a place is currently available for their child within 2-3 school days of the interview if confirmation was not given during the interview.

If parents verbally accept the offer of a place the Director will forward to them a letter of welcome stating the official starting date for the student along with two forms for the parents to complete: a form confirming acceptance of a place at IST and a Payment and Company Information form. Parents are required to complete the attached forms and return them to IST within five working days to ensure that the student's place is confirmed and guaranteed.

Note: All relevant tuition and capital fees must be paid within four weeks of the start of school.

### 5. Enrollment Evaluation

All parents will be telephoned by the school within the first month of attendance to ensure that the transition into our school has been successful and to gain further feedback on the student at this early stage of their enrolment and on the enrolment process as a whole so as to further facilitate smooth transitions into IST for future families. Welcome to IST!