



## Required Documents

Students will need to obtain copies of their last two school reports. If they are in a language other than English, they must be translated and notarized.

### From the Student

A Personal Statement that includes:

- Information about you and your interests.
- Why you are applying for the scholarship at the International School of Tianjin.
- Transcript from your current school that has reference to honor roll and/or class ranking
- A minimum of **two letters of reference** that detail the character of the applicant in terms of his/her honesty, integrity and maturity. Character references can be from teachers or other adults in a supervisory position but cannot be from family members or close acquaintances. **(For IST students, a brief email reference from a teacher can be sent directly to Mr. Conway)**
- Any other details relevant to your scholarship application.

### From the IST Parent

If consideration of financial hardship is sought, parents must provide the following:

- Their own formal letter of explanation, detailing their financial circumstances.
- A letter from an employer which clearly states that tuition is not provided for by the company, either directly or indirectly (in the form of an employee stipend or a salary adjustment).

### 2,000RMB Application Fee

All applicants must submit a **2,000RMB** application fee along with their completed scholarship application. The terms and conditions of the application fee are as follows:

1. Candidates awarded a full scholarship, or candidates who do not receive an offer of scholarship will receive a complete refund of the application fee.
2. For candidates who are awarded a tuition scholarship, or a bursary, the fee will be applied to their standard application fee in lieu of additional payment or for internal candidates, the fee will be credited towards residual fees owed.
3. Candidates who are awarded a scholarship offer, but otherwise decline will forfeit the full fee.