

For students applying for G1-G12:

STEP 1: APPLY

- Complete and submit Application for Enrollment Form (photo must be attached) to Student Services Office
- Submit a copy of the applicant's passport (with a valid visa)
- Submit the Copies of previous school records (past 2 years plus current school year; scan or fax is acceptable)
- Signed Statement of Purpose and core Values

IMPORTANT: Processing **WILL NOT** begin until each of these items has been received.

If you meet the following requirements, please go to STEP 3, otherwise go to STEP 2

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| 1) First Language: English | 2) Language used at home: English |
| 3) Language most comfortable with: English | 4) Pass two years of education was conducted in English. |

STEP 2: ADMISSIONS TEST: To enter SYIS, applicants for Grade 1 to 12 must take an admissions test which may include one or more of the following subjects: English, writing, and mathematics.

- Before Test:
 - Schedules the admissions test dates with Student Services.
 - Pay the non-refundable testing fee of 200 RMB. The testing fee may be paid via bank transfer or cash. Testing fees are valid for one academic year.
 - Applicant **must** bring the following original documents on the day of testing. Students will not be allowed to test without these original documents.
 - 1) **Original** passports of the applicant and one parent
 - 2) **Original** previous school records (past 2 years plus current school year) **must** be shown on the day of testing.
- Please come on time according to schedule.
- After Test:
 - If the applicant's test performance meets SYIS academic standards, the applicant's file will go on for further consideration.
 - If the applicant fails to meet the minimal performance standard on the test, admittance will be denied at this time. If the applicant wishes to test again for **the same academic year**, provided there is at least a 5-month gap between tests, the testing fee will be waived. **If the applicant wishes to test again to be considered for the following academic year**, they will be required to pay the 200 RMB testing fee. The testing fee covers only those tests taken for the **same** academic school year.

STEP 3: PRINCIPAL EVALUATES APPLICANT

- The principal will review an applicant's potential to succeed at SYIS based on their application form, admissions test performance, previous school records and evidence of maturity.
- Applicants may be required to interview with the principal or a team of SYIS teachers for a supplementary assessment of the applicant's English ability. The Head Principal will make the final acceptance / denial decision.

STEP 4: RECEIVE NOTIFICATION OF ACCEPTANCE / DENIAL

- Due to the high volume of activity in the Student Services Office, we ask that parents not call to inquire of acceptance / denial. The Student Services Office will communicate the results of the evaluation through a phone call no more than 5 business days after Admissions Testing.
- If accepted, applicants should obtain an Enrollment Folder either from the Student Services Office or the SYIS website (www.syischina.com)

STEP 5: SUBMIT OTHER ENROLLMENT FORMS AND TUITION FEES

- The following forms need to be completed and returned to Student Services Office:

1. Legal Release and Medical Consent Form	2. Student Medical Form	3. Bus Form (optional)
4. Bad Weather "Snow Day" Policy	5. Medical Declaration	
- Choose a Payment plan with Finance Office.
- Pay the registration fee, capital fee and tuition according to the schedule on the payment plan.

IMPORTANT: A seat will not be held for a student until all these fees are paid.

STEP 6: MEET WITH PRINCIPAL

- The accepted student and the parents will meet together with the principal to go over the academic and behavioral expectations for the student and the student discipline policy before the first day of school.

STEP 7: START YOUR FIRST DAY AT SHENYANG INTERNATIONAL SCHOOL!!

For the students applying for JK and K:

STEP 1: Complete and submit Application for Enrollment Form (photo must be attached)

STEP 2: Submit the Readiness Questionnaire

STEP 3: Interview with teacher

STEP 4: Follow STEP 3 through STEP 7 as the above for G1 – G12