

Chiyoda International School Tokyo

Application for Admission Procedures

(Grade 1-5) 2019-2020

Chiyoda International School Tokyo (CHIST) accepts applications for admission throughout the school year. The maximum numbers of students for the 2019 school year are: 40 students in grade 1 and 2, and 20 students per grade in grades 3-5.

Application for Admission Procedures

Complete and submit the documents below to the CHIST Admissions Office **via registered delivery (Kakitome Yubin)**. All items submitted should be indicated on *the Submission Status Sheet*. Once we receive all of the required documents, we will screen the documents. Applicants who pass the document screening successfully will be contacted by the office to arrange an interview date within approximately one week.

1. CHIST Student Information Form

2. CHIST Student Health Form

*Forms can be submitted handwritten or typed.

3. School Report/Transcript

【G1】 Copy of kindergarten report*

*transcript, if any, or any certification of enrollment, including attendance report, notification of tuition, etc.

【G2】 Copy of G1 official school transcript

【G3-5】 Copy of official school transcripts for the last two years

4. Sample of exemplary work

All exemplary work should include an example of writing in English and/or Japanese (if your native language), math, and work from a special class (art, music, computers, language class, etc.)

5. Confidential Recommendation (optional)

This must be in a sealed envelope with the signature/stamp of the educator across the seal.

6. Submission Status Sheet: (attached)

Please indicate the submission status of each document. With submission of all documents listed on the Submission Status Sheet, your application will be processed.

Please submit copies as no documents will be returned.

<Submit to>

Chiyoda International School Tokyo (CHIST) Admissions Office

11 Yonbancho, Chiyoda-ku, Tokyo, 102-0081, Japan

<Notice>

- All information should be submitted **in English**. Documents can be submitted in Japanese, however, they should be accompanied by an English version as well.
- Due to the admissions policy, CHIST will not reschedule interviews except in rare instances.
- Application documents are only valid for six months. After a period of six months has passed, application documents must be updated.

1. Interview:

The interview takes approximately 40 minutes. It is recommended that both parents/guardians attend the interview with the applicant.

【Contents】

Applicant:	Verbal Interview, assessment on English Proficiency and current math ability
Parent(s) /Guardian(s):	Verbal Interview

2. Notification of Admission:

Applicants are informed by email of application results by within one week.

***Personal data/information collected will be used exclusively by and for CHIST only.**

All information will be confidential.

School Fees (2019-2020)

Entrance examination fee:	20,000 yen
Enrollment fee*:	300,000 yen
Facility maintenance fee*:	400,000 yen
Educational enrichment fee:	60,000 yen per year
Tuition fee:	2,080,000 yen per year

Other fees:

Additional expected costs include those for a privately owned tablet computer or laptop (Reference price: iPad for G2/G3: approx. 73,000 yen, MacBook for G4/G5: approx. 177,000 yen), other items instructed by teachers, school & PE uniform (for elementary school), disaster prevention hood, lunch (only to users), after school care (for only participants), summer school (for only participants) and field trips/school trips.

Entrance examination fee and enrollment fee are non-refundable.

* Once your child is accepted, payment of enrollment and facility maintenance fees must be completed by the due date.

Age Eligibility

The grade enrollment system at CHIST is age-based as outlined in the Age Eligibility Chart below.

Age Eligibility Chart (2019-2020)

Grade	Date of birth
1	4/2/2012-4/1/2013
2	4/2/2011-4/1/2012
3	4/2/2010-4/1/2011
4	4/2/2009-4/1/2010
5	4/2/2008-4/1/2009

*If you require further information, please do not hesitate to contact the Admissions office.

Contact

Chiyoda International School Tokyo (CHIST) Admissions Office

Admissions office working day: Monday to Friday

11 Yonbancho, Chiyoda-ku, Tokyo, 102-0081, Japan

Email : admission@chist.jp

Tel: 03-5530-7415 (English)

03-5530-7402 (Japanese)

Student Name: _____

Submission Status Sheet

Please check (✓) one box stating the status of the document.

<Submission status>

1. **Enclosed** : The document(s) is in the same envelope as this sheet.
2. **Previously submitted** : The document(s) has already been submitted to the CHIST Admissions Office.
3. **Will be submitted separately** : The document(s) will be submitted soon in a different envelope as this sheet.
4. **Other** : Please specifically indicate the submission status in English/Japanese.

Application documents	Submission Status				
	1. Enclosed	2. Previously submitted	3. Will be submitted separately		4. Other
			✓	When it will be submitted	
Student Information Form					
Student Health Form					
School Report/Transcript					
Sample of exemplary work For English					
Sample of exemplary work For Math					
Sample of exemplary work For Special Class					
Sample of exemplary work For Japanese (<i>if your native language</i>)					
Confidential Recommendation <optional>*					
Submission Status Sheet (This sheet)	✓				

***Must be in a sealed envelope with the signature/stamp of the educator across the seal.**