

May 18, 2019

Chiyoda International School Tokyo Application for Admission Procedures (Grades 6 and 10) 2019 - 2020

Chiyoda International School Tokyo (CHIST) accepts applications for admission throughout the school year. The maximum numbers of middle school and high school students for the 2019-2020 school year are: 20 students in grade 6; and 20 students in grade 10.

Application for Admission Procedures (Grades 6 and 10)

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 entrance examination date within approximately one week or five business days. Please contact the CHIST Admissions Office if you have not received an email within seven business days.

1. CHIST Student Information Form*

2. CHIST Student Health Form*

*Forms can be submitted handwritten or typed.

Please note that G10 students will be asked to submit copies of immunization record and chest X-ray report, after being accepted.

3. School Report/Transcript

[G6 or G10] Copy of official school transcripts for the last two years

4. Samples of exemplary work

These should include an example of writing in English, a math sample, and something from a special class (art, music, computers, language class, etc.)

5. One Confidential Recommendation

This should be from a teacher or school administrator

*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. Upon submission of all documents listed on the Submission Status Sheet, your application will be processed.

Please submit copies (except for the recommendations)

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 Examinations and 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. Scheduling Examinations and Interview* (approx..2 1/2 hours):

Applicants who pass the document screening successfully will be eligible to schedule an Examination and Interview. Please allow two and a half hours for the interview and examination process. Office staff will send an email to schedule the date and time. The examination will test English reading, writing and speaking; math and critical thinking skills; and Japanese language ability. (Non-Japanese speakers will not be penalized if they cannot complete the Japanese portion of the exam.)

2. Interview with Parents before the examination, and with Student alone after the examination:

Parents will be interviewed with their student for about ten to fifteen minutes before the examination. The student will then take the examination alone, proctored by teachers. Students may ask questions during the exam. Teachers will interview the student and discuss the exam right after it is done.

* Please note that interview and examinations will be conducted at CHIST.

3. Notification of Admission:

Applicants are informed by email of application results within approximately one week of the examination and interview.

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

All information will be kept confidential.

School Fees (2018-2019)

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:	2,090,000 yen per year for Middle school 2,200,000 yen per year for High school

Families are also required to purchase specific models of MacBooks and calculators, and to pay for required school trips, service learning trips, clubs, lunches, and other miscellaneous expenses. IB DP examination fee, 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, in order for the child to start school.

Age Eligibility

The grade MS/HS enrollment system is age-based as outlined in the Age Eligibility Chart below.

Age Eligibility Chart (2019-2020)

Grade	Date of birth
6	4/2/2007-4/1/2008
10	4/2/2003-4/1/2004

For G10 admission, individual consultation must be booked before submitting application documents.

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

Contact

Chiyoda International School Tokyo (CHIST) Admissions Office

Admissions Office open Monday to Friday

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

Email : admission@chist.jp

Tel: 03-5530-7415 (English)

03-5530-7402 (Japanese)

May 18, 2019

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					
Copy of immunization record (only for G10)					
School Report/Transcript					
Sample of exemplary work for English					
Sample of exemplary work for Math					
Sample of exemplary work for Special Class					
Confidential Recommendation*					
Submission Status Sheet (This sheet)	✓				

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