

# How to Apply to Shekou International School

Welcome to SIS and thank you for your interest. Prior to being considered for admission, students must submit a complete application that includes the documents listed below and the application fee.

Once the online application is submitted, you will receive an email with a link to the parent account. Communication throughout the application process, including the admission status, will be through the parent account. You may also apply for a sibling from the parent account. Please refer to the last screen shot.

## Step 1 – Review the Required Documents List

SIS uses an online application system that can be found on the website at [www.sis-shekou.org](http://www.sis-shekou.org) under the Admissions tab. Before you get started, review the required documents list below. You may save your application only after completing and uploading all required documents in section one. We suggest you scan the required documents and save them. When you are ready, just visit the website and click on the Apply button. Once you complete all sections and upload the required documents, you may submit your application.

### Required Documents List

Applying Grade	File Type	Nursery–PreK-1	PreK-2–Grade 1	Grade 2–Grade 9	Second Semester of Grade 9–Grade 12
Application Fee		Yes	Yes	Yes	Yes
Student’s and Each Parent’s Passport	PDF	Yes	Yes	Yes	Yes
Immunization Record	PDF	Yes	Yes	Yes	Yes
Passport Sized Photo	JPEG	Yes	Yes	Yes	Yes
2 Years of School Records in English	PDF		Yes*	Yes**	Yes
Official Transcript					Yes

After submitting the application, you will receive a link to the parent account. In your account, please click on “Student Details” and select “Student Recommendation Form” to enter the current teacher’s name and email. The recommendation form will automatically be sent after you enter the teacher’s contact details.

Student Recommendation Form			Yes	Yes	Yes
* Mandatory for students applying for PreK-2 and above that are transferring from an international school or from schools that provide official school reports. Some students may only have one year of records. Mid-year applicants should submit year to date school records as well as the previous year’s records.					
** All students applying for grade 2 and above must submit school records in English. Some students applying for grade 2 may only have one year of school records if their home country’s educational system does not require kindergarten. Mid-year applicants should submit year to date school records as well as the previous year’s records.					
IEP or Learning Support Records	Required for any student that has an IEP, is an exceptional learner or requires additional support services.				

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## Step 2 - Testing and or Interview

For admission to SIS, testing and or an interview may be required of an applicant in the following situations:

- All PreK-1, PreK-2 and kindergarten students participate in a playdate while their parents attend an interview.
- Students applying for kindergarten mid-year through grade 12 that are not native English speakers are required to complete an assessment in English as well as attend an interview.

**Testing can be arranged only after all the documents outlined in Step 1 have been received.**

Please note that additional testing may be recommended on a case-by-case basis by the school's administration.

## Step 3 – Admission Decision

Decisions are based on a careful examination of each student's ability to achieve success in an atmosphere of high expectations and within the context of an English language-learning environment. In making this assessment, SIS will evaluate each candidate's English language proficiency, demonstrated academic achievement and developmental and social/behavioral history. This will include an interview. Parents should note that current class size/space availability, English as an Additional Language (EAL) guidelines, and parents' priority status also affect admission recommendations. Besides priority status, admissions decisions may also take into account the short and long term balance of English language learners and other relevant demographic factors in the school in order to sustain and support the school's mission and programs.

## Step 4 - Admission Status

The Director will inform parents of one of the following admission decisions via email:

**Accepted** - If a student has qualified and if space allows, the student will be placed in the appropriate grade level.

**Wait Pool** - If an applicant meets SIS admission requirements but is applying for enrollment in a grade level that is full, that applicant will be placed in the wait pool for his/her class. Students will remain in the wait pool for the academic year for which they have applied. If a seat is not found for the applicant within that academic year, parents may apply for the following academic year by contacting the admissions office by mid-February.

Applications will not automatically roll over to the following academic year.

**Not Accepted** - The applicant does not meet SIS eligibility and requirements for admission. The decision is based on one or more of the before-mentioned criteria.

## Step 5 - Payment

Upon acceptance, an invoice will be issued for tuition. Payment is due upon receipt and must be made by either the parent or sponsoring company before the student begins school. Payment is required to secure your child's seat.

## Timing

Once all documents have been received, it typically takes 4 to 5 school days to review an application. If testing and or an interview are required, SIS will communicate the test or interview date. The admission status will be emailed 2 to 3 school days after the test or interview. If applying right before or after a school break or during the summer months, processing times will be lengthened. We encourage all parents to review our school calendar and submit their applications well in advance of holidays and school closures.

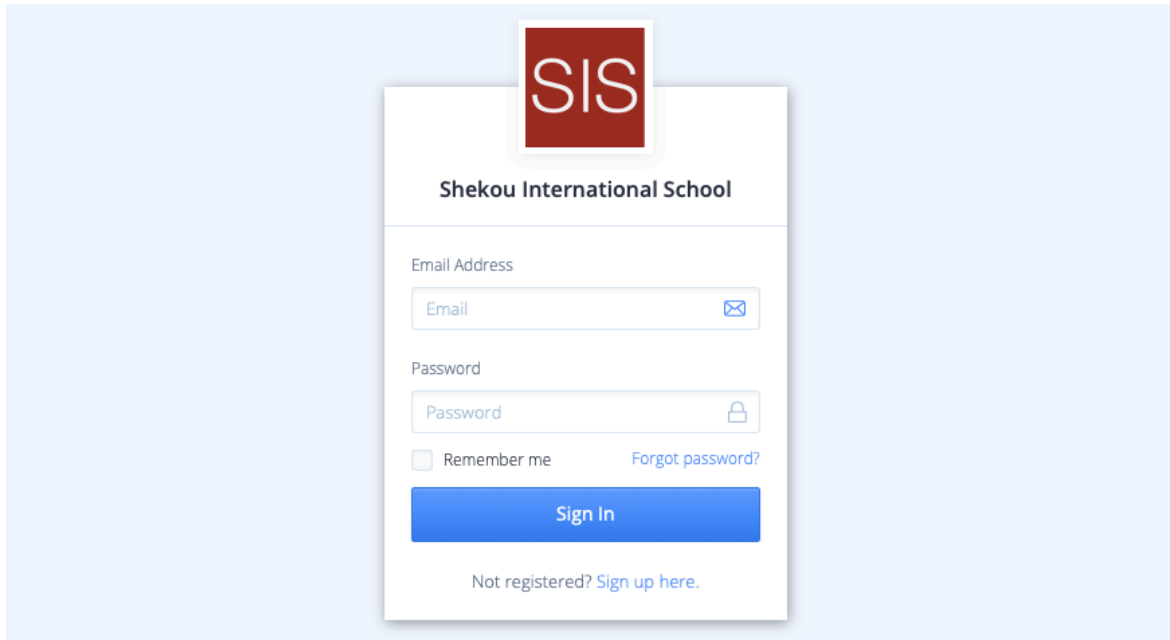
Applications for the next academic school year, beginning in August, may be submitted after February 15th.

Applications received in February for the following school year will be processed in March through May after the re-enrollment process for currently enrolled students has been completed and SIS knows how many seats will be available.

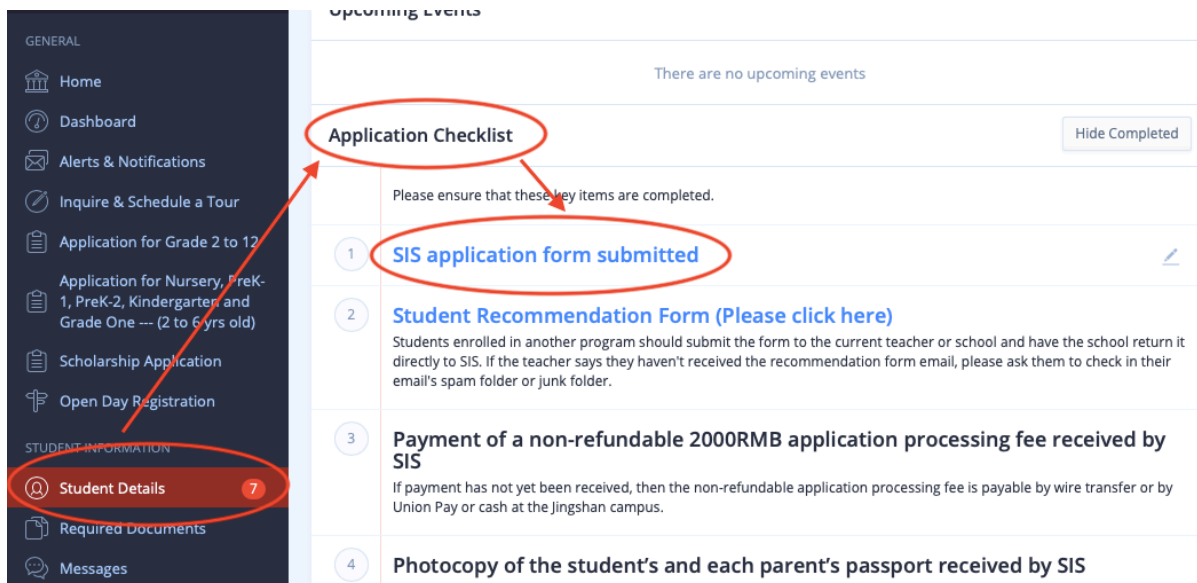
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Below are the directions to apply if you already have an account:

Please sign in to your parent account at [https://shenzhenshekou.finalsiteapply.com/parents/sign\\_in](https://shenzhenshekou.finalsiteapply.com/parents/sign_in)



Click on “Student Details” on the left. Find “Application Checklist” in the middle and click the “SIS application form submitted” to start an application. You may save your application only after completing and uploading all required documents in section one.



**GENERAL**

- Home
- Dashboard
- Alerts & Notifications
- Inquire & Schedule a Tour
- Application for Grade 2 to 12
- Application for Nursery, PreK-1, PreK-2, Kindergarten and Grade One -- (2 to 6 yrs old)
- Scholarship Application
- Open Day Registration

**STUDENT INFORMATION**

- Student Details** 7
- Required Documents
- Messages

**Upcoming Events**

There are no upcoming events

**Application Checklist** Hide Completed

Please ensure that these key items are completed.

- SIS application form submitted**
- Student Recommendation Form (Please click here)**  
Students enrolled in another program should submit the form to the current teacher or school and have the school return it directly to SIS. If the teacher says they haven't received the recommendation form email, please ask them to check in their email's spam folder or junk folder.
- Payment of a non-refundable 2000RMB application processing fee received by SIS**  
If payment has not yet been received, then the non-refundable application processing fee is payable by wire transfer or by Union Pay or cash at the Jingshan campus.
- Photocopy of the student's and each parent's passport received by SIS**

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If your child is applying for PreK-2 or above, please click on “Student Recommendation Form” to provide the current teacher’s name and email.

**Application Checklist** Hide Completed

Please ensure that these key items are completed.

- 1 **SIS application form submitted**
- 2 **Student Recommendation Form (Please click here)**  
Students enrolled in another program should submit the form to the current teacher or school and have the school return it directly to SIS. If the teacher says they haven't received the recommendation form email, please ask them to check in their email's spam folder or junk folder.
- 3 **Payment of a non-refundable 2000RMB application processing fee received by SIS**  
If payment has not yet been received, then the non-refundable application processing fee is payable by wire transfer or by Union Pay or cash at the Jingshan campus.
- 4 **Photocopy of the student's and each parent's passport received by SIS**  
A copy of the student and parent's passport, including the photo page and Chinese visa page, has been received by SIS.

If you'd like to leave a message or have something to upload, please click “Messages”.

**Messages**

Leave a Message

Message Shekou International School

Attach Files Send Message

After applying for the first child, you may apply for a sibling. Please go to “Dashboard” on the left and click “Add New Applicant”.

**Dashboard**

**Family Member**

First Name Last Name Home Address TBD

Gender Female Date of Birth None

Email Contact Number

**Add New Applicant**