

# ADMISSION CHECKLIST



Shanghai Community International School (SCIS) strives to foster a diverse school community with a strong blend of international, cultural and linguistic backgrounds. We seek applicants who are well-rounded in their interests and who show a strong commitment and effort toward learning. As a community-centered institution, SCIS values strong and supportive family units. We consider both the parent and student as partners within our learning community. SCIS does not discriminate with regard to race, religion, or culture.

We welcome you to apply for admission to SCIS. We operate on a rolling basis, meaning that we review candidates and offer enrollment throughout the entire school year. Offers of enrollment are subject to space availability and candidate qualifications. As a school operating near or at full capacity in most divisions, we encourage you to apply as soon as possible. Our experienced staff are available year-round to assist you.

Applications for admission to SCIS must be submitted through our online application portal: [www.scis-china.org/apply](http://www.scis-china.org/apply)

## APPLICATION PROCESS



## SCIS REQUIRED DOCUMENTS

SCIS Required Documents	Nursery – Kindergarten	Grades 1 – 9	Grades 10 – 12
Online Application for Admission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee of RMB 2,500 per applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Reports* for most current school year and at least previous three years	N/A	<input type="checkbox"/>	<input type="checkbox"/>
High School Transcripts*	N/A	N/A	<input type="checkbox"/>
Letter of Recommendation** from a school principal, teacher or counselor, sent directly to SCIS via the online application portal	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Immunization Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standardized Assessment Results* - NWEA MAP is preferred, but other formats are accepted	N/A	If available	If available
English Language Proficiency Assessment Results* - WIDA is preferred, but other formats are accepted	N/A	If applicable & available	If applicable & available
Learning Support Documents* (i.e. IEP, Ed. Psych. Report, Student Support Plan, etc.)	If applicable	If applicable	If applicable

\*these documents must be translated to English

\*\*For students applying to SCIS from another Shanghai international school, school policy may prevent you from requesting a Letter of Recommendation. In this case, a certificate of enrollment and complete academic school reports may be sufficient.

## GOVERNMENT REQUIRED DOCUMENTS

In accordance with the relevant regulations and policies set by the Shanghai Municipal Education Commission (SHMEC), as a private foreign-international school, SCIS is only allowed to offer enrollment to students who qualify within one of the four categories listed below:

### Categories:

**Type A** – Child of a Foreign Citizen

**Type B** – Child of PRC Citizens, who meets one of the following conditions:

- **B1** - Child with a Foreign Birth Certificate
- **B2** - Child Born in Hong Kong, Macau or Taiwan

**Type C** – Child of Hong Kong, Macau or Taiwan Residents

Government Required Documents	A	B1	B2	C
Passport copy for student and both parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate copy for student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shanghai Residential Permit copy for student and both parents	<input type="checkbox"/>	N/A	N/A	N/A
Foreigner's Shanghai Work Permit	<input type="checkbox"/>	N/A	N/A	N/A
Permanent ID Card and Tai Bao Zheng or Tong Xing Zheng copy for student and at least one parent	N/A	N/A	N/A	<input type="checkbox"/>
Original Employment Certification Letter (from Shanghai Company) for at least one parent <i>(This must include: employee name, date of birth and position, period of employment, registered company name, address, and telephone number. The certification letter needs to be signed by department head and stamped with company chop on letterhead)</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shanghai Business License copy stamped with company chop for at least one parent	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Proof of Residence in Shanghai copy (registered residence book, property certification or housing rental contract)	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A

- Families that are applying to SCIS from overseas may submit residence and work permits within 60 days of the student joining SCIS, if those documents are still being processed at the time of application.
- If a family has parents with different nationalities they can choose which application route to follow. Each family must complete all requirements of one column.
- SCIS requires all students who hold foreign passports to have a valid visa to stay in China (Not required for PRC passport holders).
- Please note that SCIS follows the eligibility criteria set by SHMEC, which may be subject to change without notice.

## APPLICATION FEE PAYMENT OPTIONS

### Application Fee (RMB 2,500, VAT included)

The application fee is non-refundable and payable when the student's application is completed and submitted to the school for consideration. This fee is not applicable to other school fees but is valid for up to one academic year beyond the submitted application date. No application will be reviewed until this fee is paid in full.

### Methods of Payment:

- Fees may be paid by bank transfer (see further instructions below).
- Fees may be paid by check, in RMB or US dollars (according to the daily rate of exchange), at any of our campuses.
- Fees may be paid in RMB cash at any of our campuses. We are not able to accept US dollar cash payments.
- Fees may be paid by credit/debit card (we accept all major credit cards, however transaction fees will be the responsibility of the payer).

### RMB Wire Transfers

Industrial and Commercial Bank of China Shanghai Branch  
中国工商银行上海黄金城道支行  
Shanghai Community International School  
上海长宁国际外籍人员子女学校  
Account: 1001310919000039017

### USD Wire Transfers

Industrial and Commercial Bank of China Shanghai Branch  
670 Huang Jin Cheng Dao, Shanghai, China  
Shanghai Community International School  
Account: 1001310909148001247  
Swift Code: ICBKCNBJSHI

### Required if choosing Wire Transfer payment option

Because wire transfers often pass through several intermediate banks before they are deposited, the process may take several days to reach the SCIS account. It is often difficult and/or impossible to determine the student or family making the payment from the bank notice of deposit. To ensure that your payment through wire transfer is properly credited, please email SCIS a copy of your proof of remittance to: [payment@scis-china.org](mailto:payment@scis-china.org). Please write your child's full name, grade, and campus in the subject line of the email.

## CONTACT US

If you have any questions about the online application process, please contact us via email: [admissions@scis-china.org](mailto:admissions@scis-china.org)