

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 will be through the parent account. You may also apply for a sibling from the parent account.

Step 1 – Review the Required Documents List

SIS uses an online application system. 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, you may go back to the Admissions page on the website and click “Apply” to start your application or click <https://shenzhenshekou.openapply.cn>. Once you complete all sections and upload the required documents, be sure to click on the SUBMIT button at the end.

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/French (FBP)	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 Information” and select “Student Recommendation Form” to enter the current homeroom or English teacher’s name and email. The recommendation 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.				
---------------------------------	--	--	--	--	--

How to Apply to Shekou International School

Step 2 - Testing and or Interview

For admission to SIS, applicants participate in the following:

- All nursery applicants and their parents attend an interview.
- All PreK-1, PreK-2 and kindergarten applicants participate in a playdate while their parents attend an interview. Note that mid-year applicants for kindergarten may also attend an assessment.
- Students applying for grade 1 through grade 12, attend an English and a math assessment. Additionally, students applying for grade 6-12 write an essay. All applicants attend an interview.

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

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

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 contact the admissions office to roll over the application to the next academic year as early as December 1st. 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 5 or more school days to review an application and to schedule the assessments. The admission status will be emailed 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.