

# How to Apply to Shekou International School

Welcome to SIS and thank you for your interest. Please find our easy to follow application instructions. You may save your application after completing section one. If you are applying for a sibling, click on "Add New Applicant" button in your family account after submitting the application for your first child.



01

## VISIT SIS

We encourage you to register for an Open Day or schedule a visit to learn more about our programmes and to see our facilities.

<https://shenzhenshekou.org/enapply.cn>



02

## SUBMIT YOUR PRE-APPLICATION

Complete the first and second sections of the online application.

<https://shenzhenshekou.org/enapply.cn>



03

## PAY THE NON-REFUNDABLE PROCESSING & TESTING FEE

Pay by WeChat, bank transfer or in person.  
Processing Fee=2000RMB all applicants  
Testing Fee=1500RMB grades 1-12



04

## ASSESSMENT & INTERVIEW

All applicants attend an interview. Students applying for grade 1 attend an English assessment, grades 2-12 attend a math and English assessment, grade 6 and above also write an essay.



05

## PRE-DECISION NOTIFICATION

Students that SIS may be able to support are invited to complete the application. Applicants that cannot be supported may re-apply in the future.



06

## COMPLETE THE APPLICATION / ADDITIONAL ASSESSMENTS

Complete all sections and checklist items in the application. Additional testing and or an interview may be required for a final decision.



07

## FINAL DECISION NOTIFICATION

After reviewing all required documents, assessment results and interview notes, an admissions decision will be communicated within 2 school days.



08

## PLACE SECURED

Complete and sign the enrollment form.  
Pay the tuition invoice within 7 school days.

 Website  
[www.sis-shekou.org](http://www.sis-shekou.org)

 Phone  
0755-26693669  
extension  
5104 English  
5117/5115 Chinese & English

 E-mail  
[admissions@sis.org.cn](mailto:admissions@sis.org.cn)

## Required Documents List

Applying Grade	Nursery to PreK-1	PreK-2 to Grade 9	2nd Semester of Grade 9 to Grade 12
Student's and Parents' Passport	Yes	Yes	Yes
Immunization Record	Yes	Yes	Yes
Passport Sized Photo	Yes	Yes	Yes
2 Years of School Records in English/French (FIP)		Yes*	Yes
Student Recommendation Form**		Yes	Yes
Official Transcript			Yes
IEP or Learning Support Records	Required for any student that has an IEP, is an exceptional learner or requires additional support services.		

\* Some students applying for PreK-2 through grade 2 may only have one year of records, depending on their school history. Mid-year applicants should submit year to date school records as well as the previous year's records.

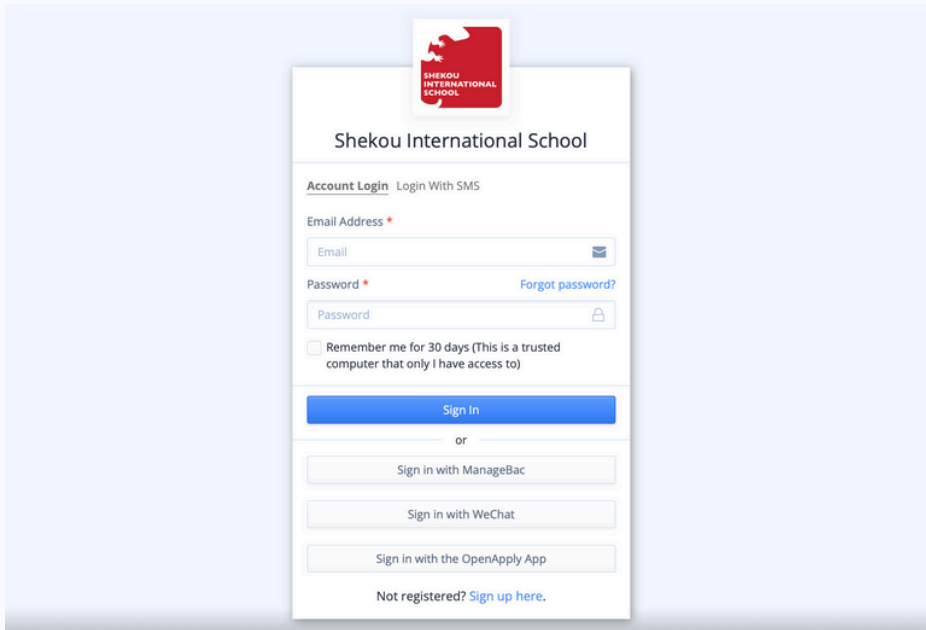
\*\* Enter your child's current homeroom or English teacher's name and email in the Student Recommendation Form field which can be found on your checklist. The recommendation form will automatically be sent.

## Assessment and/or Interview

Applying Grade	Nursery	PreK-1, PreK-2, Kindergarten	Mid-year Kindergarten, Grade 1	Grade 2-5	Grade 6-12
Applicant Interview	Conducted together	√	√	√	√
Parent Interview		√	√	√	√
Reading Assessment			√	√	√
Math Assessment				√	√
Chinese Assessment				√ for CBP applicants	
Writing Assessment					√

## If you already have an account:

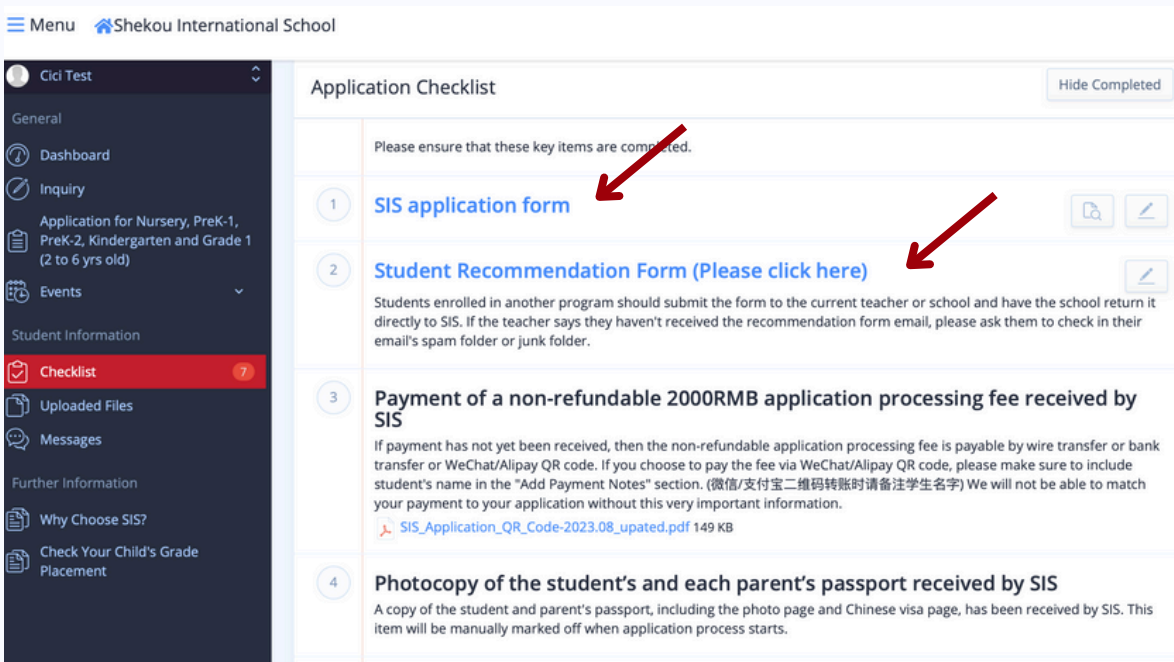
Sign in at [https://shenzhenshekou.openapply.cn/parents/sign\\_in](https://shenzhenshekou.openapply.cn/parents/sign_in)



The image shows the login page for Shekou International School. At the top is the school's logo, a red square with a white map of China and the text 'SHEKOU INTERNATIONAL SCHOOL'. Below the logo, the text 'Shekou International School' is displayed. Underneath is the 'Account Login' section, which includes a 'Login With SMS' link. The main login form has two input fields: 'Email Address \*' with a placeholder 'Email' and an envelope icon, and 'Password \*' with a placeholder 'Password' and a lock icon. A 'Forgot password?' link is located to the right of the password field. Below the fields is a checkbox labeled 'Remember me for 30 days (This is a trusted computer that only I have access to)'. A blue 'Sign in' button is centered below the checkbox. Below the button are three alternative login options: 'Sign in with ManageBac', 'Sign in with WeChat', and 'Sign in with the OpenApply App'. At the bottom, there is a link for 'Not registered? Sign up here.'

Click on "Checklist" on the left and click "SIS application form" to start the application.

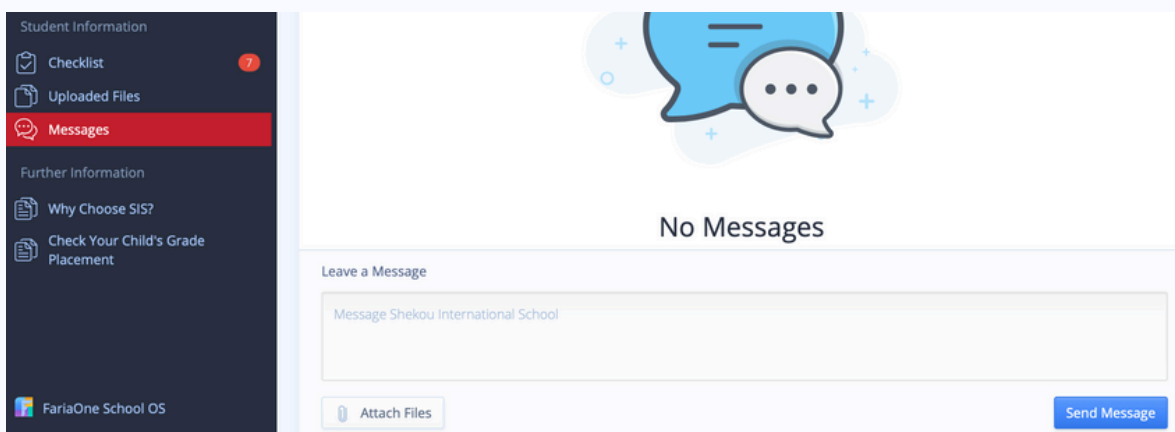
If your child is applying for PreK-2 or above, please click on "Student Recommendation Form" to provide the current teacher's name and email.



The image shows the 'Application Checklist' page in the parent portal. The left sidebar contains a menu with items like 'Dashboard', 'Inquiry', 'Events', and 'Checklist' (which is highlighted in red and has a '7' notification badge). The main content area is titled 'Application Checklist' and has a 'Hide Completed' button. It contains a list of four items:

- SIS application form**: A red arrow points to this item.
- Student Recommendation Form (Please click here)**: A red arrow points to this item. Below the title is a paragraph: "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**: Below the title is a paragraph: "If payment has not yet been received, then the non-refundable application processing fee is payable by wire transfer or bank transfer or WeChat/Alipay QR code. If you choose to pay the fee via WeChat/Alipay QR code, please make sure to include student's name in the 'Add Payment Notes' section. (微信/支付宝二维码转账时请备注学生名字) We will not be able to match your payment to your application without this very important information." Below the paragraph is a PDF link: "SIS\_Application\_QR\_Code-2023.08\_updated.pdf 149 KB".
- Photocopy of the student's and each parent's passport received by SIS**: Below the title is a paragraph: "A copy of the student and parent's passport, including the photo page and Chinese visa page, has been received by SIS. This item will be manually marked off when application process starts."

If you'd like to leave a message or upload additional documents, please use the "Messages" function in your account.



The image shows the 'Messages' section of the parent portal. The left sidebar has 'Messages' highlighted in red. The main content area features a large blue speech bubble icon with a minus sign and a white speech bubble icon with three dots. Below the icons, the text 'No Messages' is displayed. Underneath is a 'Leave a Message' section with a text input field containing the placeholder 'Message Shekou International School'. To the left of the input field is an 'Attach Files' button, and to the right is a blue 'Send Message' button.