

Documents to Prepare	On-Line Apply Required Documents(OpenApply)
Parents need to prepare	1. Application Form (GSIS Website)
	2. Passport Copy: Student & Parents (if a student has dual citizenship, please submit both passports)
	3. Residence Card Copy: Student & Parents
	4. Birth Certificate : Student
	5. Language Survey
	6. Refund Policy Agreement Form
	7. Medical Form (Please submit the Health History Form at least two weeks prior to the start date of school)
	8. School Report Card for last 3 years
	9. For applicants entering Grade 2 and above: Standardized Test Results (i.e. ISA, MAP, Stanford, STAAR test, WIDA etc) # An official certified transcript of English/Math grades provided by the current school. # Based on the submitted documents, the Admissions Review Committee will determine if an entrance exam is required
	10. Enrollment Certificate of Current School
Student needs to prepare	11. A Letter of Self-Introduction(handwriting) Pre-K, K : Optional / Gr.1-2 : 2-3 lines / Gr.3-5 : 5-6 lines / Gr.6 : 1 page / Gr.7 above: 1,000 - 1,500 words)
Parents need to ask current school to send GSIS. (documents need to be sent directly to GSIS)	12. Recommendation Letter from Current Teachers # Please ensure the email address of the respective teacher is entered in the designated field within the OpenApply application. A request email will be sent directly to each teacher via the admissions platform. The teacher will complete the recommendation and send it directly to GSIS.
	1) Math Teacher
	2) English Teacher
	3) Principal or Counsellor
	#Application and Entrance Exam/Interview Fee: Please deposit KRW 300,000 to the following account under the student's name:KEB Hana Bank 385-890008-21404 : The fee should be paid after submitting the application and coordinating the school visit schedule."