



[For All Grade Levels]

For the 2026–2027 Admissions

***All documents must be scanned and submitted as PDF files. Photos of documents will not be accepted.**

All Applicants	①. Online Application Form	https://dis.openapply.com/
	②. Copy of the Applicant's Passport	Passport must be valid for at least six months.
	③. Portrait Photo	A passport-sized photo taken within the last six months.
	④. Report Card/Transcript	Please refer to the detailed requirements below.
	⑤. Teacher Recommendation Form	Required only for applicants to Grades 6–12.
Korean Nationals	Resident Registration Certificate	Must be issued within the last one month.
Foreign Nationals	Copies of Parents' Passports & Alien Registration Card (ARC)	Must include copies of both the front and back sides.

[Report Card/Transcript]

Applying Grade	Required Documents
Grades K–1	No academic records are required.
Grades 2–5	Submit report cards/transcripts from the past three years.
Grades 6–12	Submit report cards/transcripts from the past three years. *Transcripts issued by international schools, both within and outside of Korea, must be sent directly from the school to DIS via email at admissions@dis.sc.kr.

*Documents not issued in English may be required to be submitted with an official English translation.

1. Applicants from Korean Schools (School Year Begins in March)

The previous grade's report card and transcript from Korean schools are typically issued after the last week of February. Please submit the current report card and transcript through the DIS online application portal during the designated submission period (March 9–10).

Examples

- Grade 2 Applicant
 - Submit Grade 1 report card/transcript (required; March 9-10)
- Grade 8 Applicant
 - 1) Submit Grade 7 report card and transcript
 - 2) Submit Grade 5 & Grade 6 report cards/transcripts

2. Applicants from International Schools (School Year Begins August–September)

Examples

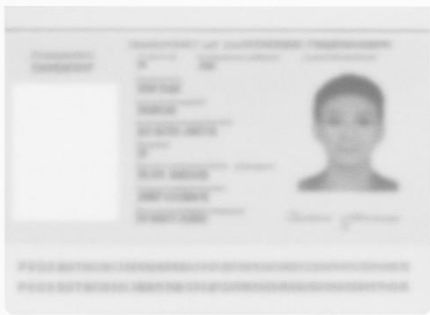
- Grade 2 Applicant
 - Submit the Grade 1 Semester 1 report card/transcript
- Grade 8 Applicant
 - 1) Submit Grade 5 & Grade 6 report cards/transcripts
 - 2) Submit Grade 7 Semester 1 report card/transcript



[Guidelines]

1. Submission of Required Documents

All required documents must be submitted as **scanned originals**. Files that are photographed (e.g., taken on a mobile phone) will **not** be accepted as official submission documents.

<p>✓ Correct Submission Example</p> <p>– Scan documents clearly using a scanner or a scanning app.</p>	<p>✗ Incorrect Submission Example</p> <p>– Submitting documents that were photographed on a desk or held in hand.</p>
<p>PASSPORT COPY</p> 	

2. Applicants Currently Enrolled in Korean Public or Private Schools

When submitting the previous academic year's report card and transcript during the additional submission period, please ensure that the documents include all finalized academic and enrollment records for that grade before uploading them.

✗ Incorrect Submission Example		
5	<div>자율활동</div> <div>동아리활동</div> <div>진로활동³</div>	<div>해당내용은 「공공기관의 정보공개에 관한 법률」 제9조제1항제5호에 따라 내부검토 중 인 사항으로 당해학년도에는 제공하지 않습니다.</div>