

GSIS Admission Required Documents Submission Guidelines

Documents to Prepare	Application Documents Checklist (All documents can be submitted through the online application form)
Parents need to prepare	1. Application Form (Apply On-Line on the 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. Student Health Record Confirmation Form (Must be submitted at least two weeks prior to the first day of school. Failure to submit will result in delayed school attendance.)
	8. School Report Cards (Academic Transcripts) for the past 3 years: If the original documents are not in English, a notarized English translation must be submitted.
	9. Entrance Examination (for applicants entering Grade 2 and above) # Standardized Test Results (e.g., MAP, ISA, CAT4, IGCSE, ACT, SATs, PAST, NAPLAN, ISEE, GL Assessment, STAR, etc.) > Submission of official standardized test results may exempt applicants from the school's entrance examination. # During the review stage, applicants entering Grade 6 and above are required to attend an in-person or virtual interview with the Secondary School Principal(approximately 15 minutes; the interview will primarily focus on the Letter of Self-Introduction) # Following review by the Admissions Committee, some applicants may be required to take additional entrance examinations and/or an English proficiency assessment (WIDA English Language Development Test), depending on the individual student.
	10. Enrollment Certificate of Current School
Student needs to prepare	11. A Handwritten Letter of Self-Introduction (The student must write the letter by hand. The topic may be freely chosen.) 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. Confidential 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) English Teacher 2) Math Teacher 3) Counsellor or Principal # Three teachers' recommendation letters (for Grade 6 and above applicants)
	# Recommendation letters for JK–K5 should be submitted only by the homeroom teacher.
	# Application Fee(Payable upon confirmation of available placement): KRW 300,000 KEB Hana Bank 385-890008-21404 : Please remit the fee under the student's name.