



# Shanghai Community International School

## Hongqiao Campus

Hongqiao: 1161 Hongqiao Road, Shanghai, 200051  
ECE: 2212 Hongqiao Road, Shanghai, 200336  
Tel: (86 21) 6261 4338 Fax: (86 21) 6261 4639

## Pudong Campus

Lower: 800 Xiu Yan Road, Kangqiao, Pudong, 201315  
Upper: 198 Hengqiao Road, Kangqiao, Pudong 201315  
Tel: (86 21) 5812 9888 Fax (86 21) 5812 9000

## Application Form

### APPLICATION CHECKLIST AND AGREEMENT

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**Child's Name (last, first)** \_\_\_\_\_ **Birth date (day/month/year)** \_\_\_\_\_

#### The following documents are required to complete the application:

- \_\_\_\_\_ RMB 2000 non-refundable application fee
- \_\_\_\_\_ Completed Application Form (9 pages)
- \_\_\_\_\_ Copy of student's birth certificate
- \_\_\_\_\_ Copy of passports: student and parents (original must be available)
- \_\_\_\_\_ Copy of Visa/Residence Permit: student and parents (original must be available)
- \_\_\_\_\_ Official school report from last two school years in English, or verifiable English translation
- \_\_\_\_\_ Grade 9-12 applications must also provide high school transcripts
- \_\_\_\_\_ 2 passport pictures
- \_\_\_\_\_ Copy of current immunization record

**SCIS reserves the right to request a Letter of Recommendation from an educator in the applicant's previous school speaking to the student's learning potential, behavior, and degree of parental support, and where applicable, the student's overall potential for success in a college preparatory high school program.**

#### Submitting this application constitutes agreement with the following:

1. The parent or guardian and student admitted will abide by the school's established policies and procedures.
2. The parents or guardians understand and agree that a one-time non-refundable ESOL fee of 7500 RMB, over and above the standard tuition fee, is compulsory for newly enrolled English for Speakers of Other Language students, grades 1 to 10, whose native language is not English, or who have been referred for additional language assessment and/or support. The fee helps SCIS offer additional resources and support for the ESOL program in addition to, alongside and within the regular program.
3. The parents or guardians understand that the non-refundable application fee is payable when the student's application is completed and submitted to the school for consideration. This fee is not applicable to other school fees but is valid for up to one academic year beyond the applications original submitted date.
4. Understanding that while Admissions Office secretaries, assistants, and officers might make projections about seat availability or ESOL levels, these projections change daily. Additionally, these staff members **DO NOT** have the final decision in offers of acceptance.
5. Photographs depicting SCIS students including your child may appear in school brochures, advertisements, press releases, our school website and/or other promotional avenues deemed appropriate by our Marketing Department.
6. The parent or guardian agrees to pay all fees and tuition according to SCIS policy.
7. The parent or guardian agrees to inform SCIS if any circumstance or information described in the application form changes.
8. The parent or guardian understands that SCIS may contact the student's previous schools in order to obtain information relevant to the student's application.
9. I understand that the submission of this application verifies that I have received, read, and understand the admission Guide.

**I certify that the information provided in this application is complete and correct. I understand a child may be disenrolled from SCIS if any information provided in the application is incorrect, withheld, or omitted.**

**Signature** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



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## Application Form

### GENERAL INFORMATION

Please fill out the application forms in English.

Application Fee Paid? Yes/No (Applications cannot be processed without fee)

Applying to start school in: Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

Campus Preference(s):

\_\_\_\_ SCIS Pudong Campus      \_\_\_\_ SCIS Hongqiao Campus

Grade level: \_\_\_\_ (As determined by SCIS-HIS age grade guidelines)

Nursery/Pre-School: \_\_\_\_ Full Day or \_\_\_\_ Half Day

*(Please note: young children attending SCIS must be toilet-trained)*

Please attach  
passport-sized  
photograph.

### STUDENT'S PERSONAL INFORMATION

Name.....

.....  
Last Name      First Name      Middle Name      Prefers to be called

Date of Birth: Day..... Month..... Year..... Age ..... Sex: Male  Female

Place of Birth ..... Nationality.....

Passport No. .... Date of Expiry (DD/MM/YY)...../...../.....

Medical Provider (In Shanghai):	Your Insurance Providers Name and Your insurance policy number:
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Name of Siblings	Sex	Age	Grade	Current School
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

\*All students at SCIS must have their own medical insurance. It is the responsibility of the student's parents to ensure that the student is covered with current and comprehensive medical insurance; ongoing enrollment at SCIS is subject to a student having this. Medical insurance details are required at the time of admission and must be kept up to date for the duration of a student's enrollment at SCIS.

For office use only (由校方填写) Date Received _____	English level ____ ESOL __Y ____N
Place/WL/Deny      School _____ Grade _____	B <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/>
Committee: _____	C <input type="checkbox"/> Test _____      GPA _____
Decision Date _____	Start Date _____
Reason for or comments on decision _____	



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## Application Form

### PARENT'S INFORMATION

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Local Address.....Tel:.....

.....

.....Valid from...../...../.....to...../...../.....

Address Overseas.....Tel:.....

.....

.....Valid from...../...../.....to...../...../.....

While attending SCIS, child's guardian(s) will be:  both parents  father  mother  other\_\_\_\_\_

**All school correspondence will go through the parents' personal contact information, regardless of payment arrangement. The family holds sole responsibility to maintain current contact information and maintain communication regarding school matters.**

**Father's Name**.....  
Last Name First Name

Nationality.....Mobile or Alternate Phone No. ....

Name of Company/ Business .....

Title/ Position .....Office Tel. No. ....

Fax No. ....E-mail address.....@.....

Does the father understand spoken English? (Please circle) Yes / Some / None

Does the father understand written English? (Please circle) Yes / Some / None

If not, which language(s)?.....

**Mother's Name**.....  
Last Name First Name

Nationality.....Mobile or Alternate Phone No. ....

Name of Company/ Business .....

Title/ Position .....Office Tel. No. ....

Fax No. ....E-mail address.....@.....

Does the mother understand spoken English? (Please circle) Yes / Some / None

Does the mother understand written English? (Please circle) Yes / Some / None

If not, which languages?.....

**Please circle the email address listed above you want to serve as your primary means of contact for the school including newsletter, financial, enrollment, and time sensitive information.**



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## Application Form

### EDUCATIONAL PROFILE OF STUDENT

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1. Please list all schools attended, beginning with most recent. School records must be provided for the last two school years, and three years for high school students.

School Name	Dates Attended	City / Country	Grades	Language of Instruction	National System

Last School's Tel.....Fax.....E-mail.....@.....

2. Has the student been tested for or recommended for any of the following: (please check No or Yes for all)

No Yes

- Gifted or talented program
- Global delays, developmental delays
- Learning disability
- Psycholinguistic disorder
- Attention Deficit Disorder/ADD or ADHD
- Physiotherapy
- Other .....

No Yes

- Language and speech disorder
- Dyslexia / dyspraxia / dysgraphia
- Hyperactivity
- Emotional/ behavioral disorder
- Autism / Asbergers
- Hearing impairment

Please explain any of the boxes checked YES above: .....

3. Has the student ever skipped a grade/been promoted?      Yes / No      If yes, which grade/s? .....

4. Has the student ever repeated a grade?      Yes / No      If yes, which grade/s? .....

5. Has the student ever been given an Individualized Education Plan (IEP) or modified curriculum? Yes/No

6. Has the student been suspended or expelled from any previous schools?      Yes/ No

7. Has the student exhibited behavior problems at home or in a school setting?      Yes/ No

8. Has the student participated in behavioral management, counseling, or family therapy?      Yes/No

9. Please provide details for the above or any other factors that the school should be aware of that might affect the success of your child .....  
 (use the reverse or attach additional documentation if necessary)



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### LANGUAGE AND LEARNING PROFILE

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#### Part A: For all students

1. Does your child have outside school commitments? (e.g. music, sports, tutoring, etc.)

Activities	Days of the Week	Time (e.g. 6-8 pm)
.....	.....	.....
.....	.....	.....

#### Part B: Only for non-native English speakers (Please check the correct box.)

Student's Native Language:..... Second Language:.....

Other Languages Spoken:.....

Please (✓) the box that best applies to your child.

- What language is spoken in the home?  English  Other
- What language does your child speak to you?  English  Other
- What language does your child speak to siblings?  English  Other
- What language does your child speak to friends?  English  Other
- What language does your child read and comprehend?  English  Other (if applicable)
- What language does your child write?  English  Other (if applicable)
- Has your child ever enrolled in a full time English speaking school? Yes / No.....years
- How many months/years of English language instruction has your child had? .....
- Where has your child studied English? (please check and indicate the length of time)
 

<input type="checkbox"/> School	..... months/years	<input type="checkbox"/> Cram School	..... months/years
<input type="checkbox"/> Private tutor	..... months/years	<input type="checkbox"/> Home / Other	..... months/years
- Has your child received ESOL (English for Speakers of Other Languages) instruction at school? Yes / No  
If yes, how many years has he/she been in an ESOL program?..... month/ years



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### PAST SCHOOL RECORDS RELEASE FORM

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**I hereby give my permission to the school listed below to submit a Letter of Recommendation, if requested, or to release my child's school records to Shanghai Community International Schools and to provide information regarding my student's:**

- Grades and report cards
- Standardized test results
- Attendance records
- Special education records (if any)
- Discipline records
- Individualized Education Plan (if any)
- Other relevant records

-----  
Parent Signature

Date -----  
Day/Month/Year

-----  
Name of Last School Attended

-----  
School Website Address

-----  
Name of Principal or Head of School

-----  
Email address

-----  
Street Address

-----  
City State/Province

-----  
Country

-----  
Postal Code

-----  
Phone

-----  
Student's First and Last Name

Please mail or fax to:

Admission Office  
Shanghai Community International School  
1161 Hongqiao Road, Hongqiao  
Shanghai 200051 CHINA  
Telephone: (86 21) 6261-4338  
Email: admission@scischina.org

Fax: (86 21) 6261 4639



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### STUDENT'S HEALTH HISTORY

Please check if your child has received the following childhood immunizations

- Measles,    Mumps,    Rubella,    Diphtheria/Tetanus,    Pertussis (Whooping Cough),  
 Polio,    TB,    Typhoid    Hepatitis B

Please provide an attached copy of the above inoculations/immunizations including dates of administration.

Has your child received medical referral or treatment for any of the following?

No Yes

- Frequent headaches  
  Frequent stomachaches  
  Menstrual problems  
  Infectious Disease  
  Dermatological Disease  
  ADHD/ADD (circle)  
  Cancer  
  Depression

No Yes

- Eye/ Ear problems  
  Heart disease  
  Head injury  
  Tuberculosis  
  Allergies - Environmental  
  Allergies - Food  
  Allergies - Drug  
  Anxiety

No Yes

- Epilepsy/Seizures  
  Diabetes  
  Kidney Disease  
  Asthma  
  Gastrointestinal  
  Blood Disorder  
  Surgery  
  Other.....

*Please be aware that SCIS is NOT enrolling new students with any serious food allergies. We are NOT able to guarantee an environment free of specific foods such as peanuts, dairy, and seafood. We are also unable to individually supervise any student's lunch/snacks to ensure avoidance of certain foods.*

Please attach additional information or describe further any checked boxes or other health issues that will affect your child's schooling. ....

Does your child take any medication routinely?      Yes   No

\*If yes, please provide details. Medications can only be given at school with parental permission.

Does your child wear contact lenses or glasses?      Yes   No

Does your child have any limitations on physical activity?   Yes   No   Please provide details.

Local Emergency Contact (other than parents)

Name.....

Relationship to Family .....Home Tel. No. ....

Mobile No. ....Office Tel. No. .... E-mail .....@.....

**SCIS transports students to a Western-level medical care facility for emergency medical situations.**

**I/We understand and hereby authorize, appoint, and empower SCIS and its employees to take any action deemed appropriate for the benefit of the student in case of an accident, emergency medical need or surgical service if a parent or guardian cannot be reached to make decisions. Further, SCIS will not be held liable for giving such authorization. In addition, it is agreed to promptly reimburse and indemnify the school for any amount incurred as a result of the school giving the authorization to obtain medical care. Therefore, as a condition to acceptance at SCIS, I/we hereby waive and agree to waive any and all claims that we may have against the SCIS, its employees, board members, officials, and/or any individual members associated with SCIS, other than those claims resulting from gross negligence or willful misconduct of the school.**



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### TRANSPORTATION APPLICATION (OPTIONAL)

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#### **Submission of the application form verifies that I understand and agree to the following conditions concerning the participation of my child in SCIS school transportation:**

1. Daily transportation to and from school will be provided to SCIS students living within a reasonable distance to our campuses (approximately 15 km **and** including common international housing areas determined by SCIS outside of 15 km). This does not include before or after school activities. This is an optional service, and families may choose to provide their own transportation at their own expense.
2. *Bus schedules frequently change during the school year, and parent flexibility is requested.*
3. If a student lives outside of 15 km and is not in a common housing area, we can pick a child up at their house if the following condition can be met: *A van can be at the student house, still pick up other students, and arrive at the designated campus by 7:55 a.m.*
4. If the above condition can not be met, the campus transportation assistant will arrange a pick-up / drop-off point for the family that would meet the above condition.
5. Transportation arrangements may take up to 10 days to finalize. A transportation form must be submitted to each campus prior to the start of services. Parents will communicate with the campus transportation assistant to finalize details.
6. SCIS will first try to arrange a pick-up at or near the child's housing complex. In housing developments where a number of families and students live in close proximity, SCIS may arrange for a centrally located pick-up/drop-off location within or near the development. In some instances in which students live in more isolated areas, parents may be asked to provide transportation to and from designated pick-up and drop-off points.
7. To help ensure on time arrival at school, busses will wait for two minutes after the assigned pick-up time before moving to the next pick-up point.
8. The school will provide parents with the approximate drop-off time and location after school. Parents are responsible for daily supervision arrangements when a child arrives at the designated drop-off (i.e. meeting a young child at the drop-off location, providing children with house keys, training the child what to do if the parent is not at the drop-off point, etc.).
9. Traffic, city events, and accidents may disrupt a child's busing, but this does not constitute SCIS's inability to fulfill its transportation obligation.
10. SCIS must be notified in writing of any changes to a parent's transportation request. If you plan to alter your child's routine for a special occasion, before or after school activity, etc., you must provide a written note to the school office for that day's change.
11. Bus space is limited and is reserved for the transportation of SCIS students. Our busses stop only at SCIS arranged drop-off points and any change in bus schedule or route must be facilitated through the transportation office.
12. All issues and questions related to bus transportations should be directed to the campus transportation office.
13. SCIS, the officers, and teachers are released from liability whatsoever arising from the student's participation in SCIS-contracted busing.
14. Violation of bus rules can result in disciplinary action consistent with SCIS policies or termination of bus services.

