



# Shanghai Community International School

上海長寧國際學校

I request for a transfer to take place:

	Starting in August 2012
	Starting in August 2013

Family Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please list all of your SCIS children (even if no transfer is requested)**

Child's name (s)	Current grade	Current Campus	Requests transfer to:	Requested Grade
			HQ HZ PD no transfer	
			HQ HZ PD no transfer	
			HQ HZ PD no transfer	
			HQ HZ PD no transfer	

\_\_\_\_\_  
Parent Signature

Consideration for student transfer between campuses requires action on both the part of the student's family as well as that of the school.

### Family Responsibilities

- The family must submit a written request or this transfer application
- This request should be submitted directly to the admission office. Please confirm the receipt of this application.
- The family must make a request within the appropriate timelines set forth by the school in order to receive consideration under normal priority ranking. Requests made after deadlines set forth by the school can jeopardize consideration in the normal priority ranking.
- If the family has not heard confirmation from the school regarding transfer, the family must contact the admissions office directly.
- All necessary school fees / seat guarantee deposits are to be paid within stated SCIS deadlines.

### Office use only:

Date received	Parent notified of receipt of transfer application	Transfer granted	Transfer denied	Wait list for transfer	Parent notified of decision

[www.scischina.org](http://www.scischina.org)

Hongqiao ECE Campus: 2212 Hongqiao Road, Shanghai 200051 CHINA (Tel) 86-21-6261-4338 (Fax) 86-21-6261-4639

Hongqiao Campus: 1161 Hongqiao Road, Shanghai 200051 CHINA (Tel) 86-21-6261-4338 (Fax) 86-21-6261-4639

Pudong Lower School: 800 Xiuyan Road, Shanghai 201315 CHINA (Tel) 86-21-5812-9888 (Fax) 86-21-5812-9000

Pudong Upper School : 198 Hengqiao Road, Shanghai 201318 CHINA (Tel) 86-21-5812-9888