



Application Requirements & Procedures

Thank you for your interest in Seoul International School. SIS offers a broad selection of curricula and extracurricular activities for students from junior kindergarten through the 12th grade. Our admissions process is very personalized and selective and it is our desire that we get to know each other when you look for a school that suits your needs. Parents are encouraged to visit our Admissions Office and tour the campus when they are considering application to SIS.

Admissions decisions are made after evaluating students' academic and behavioral records as well as their English proficiency. Special education programs are not available at SIS. Students with significant academic, physical, and emotional difficulties should not apply. Students with limited English proficiency may be admitted to our ESL program based on the availability. ESL students are not admitted beyond grade 5.

REQUIREMENTS FOR APPLICATION:

The Korean government periodically reviews international school applicant information to determine who is eligible to attend. Please check our website for the latest.

- **Junior Kindergarten** students must be 4 years old before August 31st of the year in which they will be admitted to SIS.
- **Senior Kindergarten** students must be 5 years old before August 31st of the year in which they will be admitted to SIS.
- **Grade 1** students must be 6 years old before Dec. 31st of the year in which they will be admitted to SIS.

APPLICATION INFORMATION:

A. Application Period

Our school year begins in August and ends in June. Application materials are accepted from **January - March**. Families are encouraged to apply during this period to enter the school in August.

** Please visit our website at <http://www.siskorea.org> to check our application deadlines.*

B. Application Procedures

STEP 1: Visit SIS

The best way to discover if Seoul International School is the best fit for your family is to visit us. Please contact the Admissions Office at your earliest convenience and setup an appointment for a personal tour of the school, Monday through Friday between the hours of 8:30 am and 3:30 pm.

Phone: [82] (31) 750-1327/1328

If a personal visit to SIS is not possible, you may begin with Step 2 and visit us at a later date.

STEP 2: Download & Complete Application Form and all Supporting Documents

The Director of Admissions will begin screening applicant's files after a completed Application Form, Supporting Documents, and processing fee have been submitted to the Admissions Office. Once downloaded and completed, forms and documents can be mailed, hand-delivered, or emailed to the Admissions Office.

** Please download and complete the forms listed on the following page*

Application Forms & Supporting Documents:

- 1) Application Checklist
- 2) Application Form
- 3) Supporting Documents (**see below**)
 - 3 color photographs (3cm x 4 cm)
 - Copies of the title page of passports (child, father, and mother)
 - Photocopies of Alien Registration Card or Residence Card
 - Official Entry and Exit Certificate
 - Sealed official transcript of the past two school years; English translation must also be provided if the original transcript is in languages other than English.
 - Most recent standardized achievement scores (IOWA, CAT, SSAT, Stanford, ISEE, PSAT, SAT etc.)
 - Recommendation letter(s) as outlined below:
 - Kindergarten: current nursery or pre- kindergarten teacher
 - Elementary School: current classroom teacher
 - Middle and High School: Math and English teacher
 - Hand-written creative writing samples with teacher's comments

* All forms can be downloaded from the SIS website.

We strongly urge you to submit all of your application materials at one time. You may send documents as they become available to you, however, the Admissions Office WILL NOT review the application until all materials have been received. **Please send them to the following address.**

For postal service:
Seoul International School
C/O Admissions Office
Songpa P.O. Box 47
Seoul, South Korea
138-600

OR

For courier service:
Seoul International School
C/O Admissions Office
388-14 Bokjeong-dong, Sujeong-gu,
Seongnam, Gyeonggi-do
South Korea
461-200

Email:
admissions@siskorea.org
info@siskorea.org

Phone:
[82] (31) 750-1327/1328

Fax:
[82] (31) 759-5133

STEP 3: Application Fee

The application processing fee is ₩500,000. If your student is ineligible for application, the entire portion will be refunded; if your student is eligible, but not accepted, you will receive a refund of ₩250,000. The fee can be paid in cash or via wire transfer. This fee must be received at the same time the Application Form and Supporting Documents are submitted.

Please use the following information and include the APPLICANT'S name (**NOT** the owner of the account) should you choose to wire the funds.

Account Name:
Seoul International School

Account Number:
323-01-059182 (Korean ₩ only)

Swift Code: SHBKKRSE

Bank Address:
Shinhan Bank, Garak-dong Branch
44 Ogum-dong, Songpa-gu
Seoul, South Korea

Telephone: [82] (2) 407-1411

Fax: [82] (2) 448-6131

STEP 4: Evaluation

All applicants must take an entrance exam which focuses on Oral Comprehension, Oral Expression, Vocabulary, Reading Comprehension, Writing, and Mathematics, before being admitted to SIS.

K-5 students will need to take the entrance exam in mid-April. Applicants for all other grades will be informed of their test dates through the course of the application process.

Students applying from **overseas** who cannot participate in the SIS entrance exam during the specified dates, but show excellent standardized achievement scores, as well as very good transcripts and recommendations, will have a tentative space held for them until their prescribed entrance exam date.

STEP 5: Acceptance

Applicants will be notified of their standing once returning SIS students submit their Intent Forms for the coming school year. This takes place in March. We cannot accept any new students until the number of vacancies is confirmed. Parents will be informed individually, via email and/or phone, at the **end of April** of the status of their student's acceptance.

STEP 6: School Fees, Medical Forms, Transportation Form, Scheduling of HS Classes

Parents of accepted students will be issued an invoice including tuition and other related fees. **Medical History and Physician's Exam forms** are due by the end of the first week of August each school year.

Students who do not have their medical forms completed and submitted by that time, may be asked not to attend SIS.

Parents requesting bus service for their student(s) will be asked to submit the Transportation Form which can be downloaded along with the other application materials.

Although bus routes are designed to accommodate as many students as possible, a **seat assignment on a particular bus for a student is not guaranteed by the school**. SIS will make every effort to serve all newly enrolled students with their transportation needs.

Incoming high school students will need an additional appointment with the Director of Pupil Personnel Services to schedule classes.