

How to Apply to WYIS

STEP 1: Application

Please use this checklist to ensure you have all the documents and items required.

a. Complete the following WYIS forms

- Completed and signed Application for Enrollment form (Pages 1-4)
- ECC questionnaire completed (ECC 3 - K students only)
- Completed Invoice Preparation form
- Bussing Application (if bussing is required)

b. Prepare the following previous school records

- Applicant's previous school records (Students Grade 2 and above, 2 year minimum, in English)
- Completed WYIS high school credit request form /school profile/ grade system instruction from previous school (Grade 9 second semester and grade 10-12 applicants)

c. Submit the following with the above-mentioned documents

- Copy of applicant's passport
- Copy of applicant's current visa
- Applicant's passport style photo x 1 (taken within the last 6 months)
- Copy of parent passport (both parents' passports are required)
- Copy of parent current visa
- Registration fee (1500 RMB payable in **cash** on the assessment day)

d. Complete the following WYIS medical information and have a physical examination

- Student Medical Report
 - * Part 1: Student Health Form completed by parent
 - * Part 2: Medical Examination Form completed by a medical physician
 - * Part 3: Tuberculosis Assessment completed by a medical physician
 - * Part 4: Submit student vaccination report in English

STEP 2: Entrance Assessment

Schedule an entrance assessment

- ESOL/ Chinese assessment if needed (where applicable)
- Grade 1 through 12 entrance assessment
- Readiness assessment for ECC 3 thru Kindergarten students

STEP 3: Admission

We will advise you within 2-3 school days if the student has received an Offer of Placement* or has been denied.

STEP 4: Enrollment**

Before your child can start school, the following must be completed:

a. Introduction meeting with department principal

b. Payment of Capital Fee

- Payment of Capital Fee and Registration Fee must be paid in full within two weeks of acceptance in order to secure a seat **and** before the student is enrolled to start school.
All other fees and tuition must be made according to the payment schedule on your invoice.

PLEASE NOTE:

* An Offer of Placement does not guarantee enrollment. To have your child enrolled you must complete step 4 prior to their start date.

** Any missing documents or incomplete payments may result in a delayed start date for your child. We appreciate your cooperation in ensuring all these documents are handed in in their entirety and in a timely manner.