



Online Application: concordiashanghai.openapply.com

Required Materials (Must be translated into English.)	Preschool	Kindergarten	Grades 1-4	Grades 5-8	Grades 9-12
Application form* (completed)	■	■	■	■	■
Application fee (non-refundable) RMB 2100 per applicant	■	■	■	■	■
Most recent Grades/School Records AND previous one year	■	■	■	■	■
Most recent Grades/School Records AND previous two years		■	■	■	■
Standardized test results (when available)			■	■	■
SSAT test results (as requested)				If requested	SSAT, PSAT, SAT, ACT
Confidential Admissions Recommendation Form*	ES Version	ES Version	ES Version	MS Version	HS Version (English teacher and Principal)
Confidential Student Mathematics Course Information Form*				Grade 8 ONLY	■
<i>Please submit the following required items at the time of application, if available. Evaluation will not be delayed if unavailable.</i>					
Government-mandated documents (Please see corresponding booklet)	■	■	■	■	■
Passport-sized photo of student	■	■	■	■	■
Parent's business card	■	■	■	■	■

* Documents marked with an asterisk are available at <http://www.concordiashanghai.org/admissions/admission-process/application-forms-documents>.

Please submit application materials by e-mail (admissions@concordiashanghai.org) as JPEG or PDF attachments, courier to the address above, or fax (86-21-5899-1685).

Please Note

- The application fee is non-refundable, regardless of whether we are able to offer placement.
- Applications may be submitted at any time during the year; There is no application deadline. The desired academic year must be specified at the time of application.
- The admissions review process starts only upon receipt of all supporting materials.
- Waitpooled students should note: Acceptance for one school year does not constitute automatic acceptance for subsequent school years.
- We will provide e-mail confirmation upon receipt of initial application materials. If you do not receive e-mail confirmation from our admissions staff, please follow up to ensure we have received your materials.

Grade Level Placement

- The age cut-off date for enrollment is September 1st for Preschool and Kindergarten students.
- Students coming from countries where the academic year does not align with the August/September to June/July academic year will be requested to continue in their current grade level or re-enroll in the same grade level which they have just completed.
- Once enrolled, promotion of a student to a higher grade level or subject, or retention in the same grade level, is based on the student's ability and achievement as determined by the student's teacher, counselor and principal rather than on parent request.

Assessments

- Full acceptance for Preschool applicants is confirmed after successful completion of the Preschool Readiness Interview.
- Applicants for Kindergarten to Grade 12 may require additional assessment to determine acceptance. Assessments may consist of some or all of the following: English proficiency, mathematics, reading comprehension, vocabulary, listening comprehension, and writing.
- For grade levels that have reached wait pool status, assessments will be scheduled only if/when space availability increases.
- Filing an application does not guarantee assessment. A denial will be issued without assessment should the admissions review team determine from the applicant's other materials that the student does not meet admittance requirements.**

**Admittance Requirements

1. Students must be at or above grade level in all subjects.
2. A student's previous academic records must indicate average or above academic performance.
3. English fluency is required for students applying for Kindergarten (the 5-year-old program) through Grade 12 (age-appropriate reading, writing and speaking). English fluency is not required for the 3- and 4-year-old Preschool programs which will have a mix of English-speaking and non-English-speaking students.
4. All students must be living with at least one parent in Shanghai.
5. All students must comply with Government-Mandated Requirements, as detailed in corresponding booklet. Should a student be without the required documents, the student will be asked to leave school and all tuition/fees paid will be forfeited.

Specialized Learning Needs

Admission to Concordia is contingent upon a match between the student's needs and level of service available. Documentation that details schooling requirements and the reasons for these requirements must be included with the application. Concordia does not offer services for students with special learning needs or specific learning difficulties (i.e., significant limited intellectual ability, severe physical handicaps or pronounced social, emotional or behavioral difficulties) or that require an Individual Education Program (IEP).

Evaluation and Acceptance

After our admissions review team determines that an applicant will succeed at Concordia, we will send an official Offer of Admission by e-mail. You will have a specified timeframe within which to accept or decline the invitation.

Government-Mandated Documents

The Shanghai Municipal Education Commission (SHMEC) requires that international schools keep on file several official documents for each student (the official government statement is noted below for your reference). Please reference the categories below to determine into which category your family falls, then submit the noted documents on or before your child's first day of school. Some students require special permission from the SHMEC to attend an international school in Shanghai; this is explained further throughout this booklet.

"[International] schools shall enroll Children of Foreign Personnel who have certificates of residence in China. They shall not enroll children of Chinese citizens in the country." – P.R. China State Education Commission, April 1995

General Cases where SHMEC permission is not required

- GC1: Foreign Families with at least One Working Parent (外籍家庭)
至少一方家长(必须是工作的)和学生本人均持有国外护照, 且持合法入境签证入境。
- GC2: Hong Kong, Macao and Taiwan Families with at least One Working Parent (港澳台家庭)
至少一方家长和学生本人均持有香港/澳门/台湾的永久居民身份证, 且均持通行证入境。
- GC3: Working Parent Holds PRC Passport; Non-Working Parent and Student Hold Non-PRC Passports
工作的一方家长持中国大陆护照且无国外永居许可, 但不工作的另一方家长及学生本人持非中国大陆护照

Please note: The residence permit and work permit must be issued in Shanghai.

请注意: 居留许可及工作许可相关文件必须在上海签发。如有问题请咨询招生部。

Special Cases where SHMEC permission is not required

- SC1: PRC Parent(s) with Permanent Residency Elsewhere; Student Holds Foreign Passport
提出申请的父/母持中国护照获国外永居许可, 入学子女持国外护照且有合法入境签证者
- SC2: PRC Parents without U.S. Permanent Residency; Student Holds U.S. Passport
拟入学子女持有美国护照, 但现阶段持旅行证进出境者

Cases where SHMEC permission is required

- AO1: All Others (其他情况)

General Cases (GC)

Category GC1: Foreign Families with at least One Working Parent (外籍家庭) Families with at least one working parent. Working parent and student both hold passports from any country except China (China includes Hong Kong, Macao and Taiwan), and both enter China with a China visa. 至少一方家长(必须是工作的)和学生本人均持有国外护照,且持合法入境签证入境。		
	Student	Parent(s)
Passport Statistics Page (includes passport holder's photo)	■	1 Working Parent Only
Work Permit - "Foreign Experts Certificate" or "Alien Employment Permit" (外国人专家证 / 外国人就业证) If not available on/before enrollment, submit within 30 days from your child's enrollment date. Please note: The work permit for foreigners is a multi-page red book labeled on its cover as a "Foreign Experts Certificate" or an "Alien Employment Permit." We require all pages containing data.		1 Working Parent Only
Residence Permit for Foreigners in the People's Republic of China (中华人民共和国外国人居留许可) If not available on/before enrollment, submit the China visa copies first. Residence permit copies can be submitted within 30 days from your child's enrollment date. Please note: The Chinese residence permit is a sticker affixed to one full page of the passport.	■	1 Working Parent Only
Category GC2: Hong Kong, Macao and Taiwan Families with at least One Working Parent (港澳台家庭) Families with at least one working parent. Working parent and student both hold permanent ID cards from Hong Kong, Macau or Taiwan and enter China with a China Mainland Pass. 至少一方家长和学生本人均持有香港/澳门/台湾的永久居民身份证,且均持通行证入境。		
Passport Statistics Page (includes passport holder's photo) Does your child hold a passport from another country, in addition to a passport from Hong Kong, Macao or Taiwan? If yes, please also submit a copy of your child's second passport. 护照复印件-请注意: 如果此学生除了港澳台身份外还有其他国籍,请同时提交那个国籍的护照复印件。	■	
Permanent ID Card from Hong Kong, Macao or Taiwan Special note for Taiwanese students: This document is only applicable if more than 18 years old. 香港/澳门/台湾永久性居民身份证 - 请注意: 未满18周岁的台湾学生不做要求。	■	1 Working Parent Only
China Mainland Pass for Hong Kong, Macao and Taiwan citizens, also known as Hui Xiang Zheng or Tai Bao Zheng. (港澳居民来往内地通行证/台湾居民来往大陆通行证,也称为回乡证/台胞证). The China Mainland Pass for Hong Kong and Macao citizens is a card; for Taiwan citizens it is a multi-page book. It is considered a "Chinese passport" for traveling within China.	■	1 Working Parent Only
Shanghai Temporary Residence Permit (上海市港澳居民、华侨居住证) The Shanghai Temporary Residence Permit for Hong Kong, Macao and Taiwan citizen is a multi-page book. We require copies all pages containing data.	■	1 Working Parent Only
Work Permit (台港澳人员就业证 / 外国企业常驻代表机构工作证) The work permit for Hong Kong, Macao and Taiwan citizens is a multi-page book. We require copies of all pages containing data		1 Working Parent Only
Category GC3: Working Parent Holds PRC Passport; Non-Working Parent and Student Hold Non-PRC Passports Families where: <ul style="list-style-type: none"> The working parent holds a mainland China passport but does not hold a Permanent Residence Permit from another country. The non-working parent and student both hold passports from any country except mainland China. 工作的一方家长持中国大陆护照且无国外永居许可,但不工作的另一方家长及学生本人持非中国大陆护照。		
Passport statistics page (includes passport holder's photo) or Permanent ID card from mainland China, Hong Kong, Macao or Taiwan. (护照复印件或者大陆/香港/澳门/台湾的身份证复印件)	■	
China Mainland Pass for Hong Kong, Macao and Taiwan citizens 港澳居民来往内地通行证/台湾居民来往大陆通行证,也称为回乡证/台胞证	Hong Kong, Macao, Taiwan only	Hong Kong, Macao, Taiwan only
Residence Permit for Foreigners in the People's Republic of China or Shanghai Temporary Residence Permit for Hong Kong, Macao and Taiwan Citizens 中华人民共和国外国人居留许可或者上海市港澳居民、华侨居住证. If the Residence Permit for Foreigners is not available on/before enrollment, submit the China visa copies first. Residence permit copies can be submitted within 30 days from your child's enrollment date. Please note: The Chinese residence permit is a sticker affixed to one full page of the passport.	■	Non-Working Parent Only
Legal Certificate of Shanghai Residence Address, such as Property Ownership Certificate, Household Register, Lease Contract, or Temporary Residence Permit, etc. (在沪合法固定居住地址证明,例如房产证、户口本、租赁合同、临时居住证等。)		Working Parent Only
Employment Certificate and Employer's Business License (家长在沪工作证明及聘用公司营业执照复印件)		Working Parent Only

Special Cases (SC)

Category SC1: PRC Parent(s) with Permanent Residency Elsewhere; Student Holds Foreign Passport Families where:		
<ul style="list-style-type: none"> One or both parents hold mainland China passport and a Permanent Residence Permit from another country. Student holds passport from any country except China (China includes Hong Kong, Macao and Taiwan) and enters China with a China entry visa. 提出申请的父/母持中国护照获国外永居许可，入学子女持国外护照且有合法入境签证者		
	Student	Parent(s)
Passport Statistics Page (includes passport holder's photo)	■	■
China Entry Visa (such as L or F)	■	
Birth Certificate	■	
Legal Certificate of Shanghai Residence Address, such as Property Ownership Certificate, Household Register, Lease Contract, or Temporary Residence Permit, etc. (在沪合法固定居住地址证明，例如房产证、户口本、租赁合同、临时居住证等。)		
Employment Certificate and Employer's Business License (家长在沪工作证明及聘用公司营业执照复印件)		Working Parent Only
Category SC2: PRC Parents Without U.S. Permanent Residency; Student Holds U.S. Passport Classified as families where:		
<ul style="list-style-type: none"> Parents hold mainland China passports. Student holds a U.S. passport and enters China with a Travel Certificate. 拟入学子女持有美国护照，但现阶段持旅行证进出境者		
Passport Statistics Page (includes passport holder's photo)	■	
Travel Certificate: Issued by any Chinese consulate in the U.S. for a student whose parent(s) is/are mainland China passport holders and do not hold U.S. Permanent Residence Permits. Used by student to enter China Mainland.	■	
Birth Certificate	■	
Legal Certificate of Shanghai Residence Address, such as Property Ownership Certificate, Household Register, Lease Contract, or Temporary Residence Permit, etc. (在沪合法固定居住地址证明，例如房产证、户口本、租赁合同、临时居住证等。)		■
Employment Certificate and Employer's Business License (家长在沪工作证明及聘用公司营业执照复印件)		Working Parent Only

All Others

	Student	Parent(s)
Category AO1: All Others		
Original Copy of SHMEC Approval to attend an international school in Shanghai (see below)	■	

• How to Apply for SHMEC Approval to Attend an International School in Shanghai (如何获取特许就读国际学校的教委批文)
Please refer to the following link for further information (请参照以下网址)

http://www.shmec.gov.cn/web/gjll/gjll_article.php?area_id=34&id=26704

- What purpose: Apply to enroll in an international school in Shanghai (事项名称: 申请入学外籍人员子女学校)
- Who to contact: SHMEC – International Communication Office (办理机构: 市教委国际交流处)
- Where to go: 245 Jiangning Road, Jing'an District, Shanghai 办理地址: 上海市静安区江宁路245号 (上海教育国际交流协会)
- When to go Every Wednesday morning, from 9 a.m. to 12 p.m. (except national holidays)
办理时间: 每周三上午9:00-12:00 (国家法定节假日除外)
- How long it may take: Five working days after submitting all required documents
办理时限: 材料齐全的情况下5个工作日内予以答复。

If the student falls into one of the two categories below, she/he is qualified for applying for the SEC approval:
具有以下情况的，需办理申请手续(所需材料见教委网站上的附件)，获市教委出具的证明后前往就读学校报名:

Both parents AND the student hold Chinese passports with permanent residency in a foreign country. One of the parents must be working in Shanghai. The student must have lived or studied overseas for at least 2 years.
持有中国护照、全家人均获国外永久居留权、现在沪工作的中国公民子女，其在境外连续生活、学习满2年。

- Please note: The above information is for your reference only. Please confirm directly with SHMEC as requirements are subject to change.

请注意: 上述信息仅供参考。有关事项可能变动，请和市教委国际交流处的负责老师直接联系。