



SMIC-I Application Procedure 英文部申请流程

Steps	Notes
<p>1. Submit Application Online 在学校官网提交申请</p>	<p><u>Documents to Upload in the Application Process</u></p> <ol style="list-style-type: none">1. One 2-inch photograph of the applicant.2. First page of the applicant's passport.3. The applicant's permanent residence card (if applicable).4. First page of the applicant's visa, Travel Document, or Mainland Travel Permit (if applicable).5. For applicants to Grades 2-12, complete academic records for the past two years.6. For applicants to EK1, EK2 and Grade 1, your child's school report (if available).7. Current immunization record. <p><u>申请过程中需要上传的文件</u></p> <ol style="list-style-type: none">1. 学生的两寸证件照2. 学生护照首页3. 学生的外国永居卡（如适用）4. 学生的中国签证首页、旅行证首页或往来内地通行证首页（如适用）5. 若申请 2 至 12 年级，请提供学生过去两年的学习成绩单6. 若申请美语中班、大班和英文部一年级，请提供学习报告7. 疫苗接种记录
<p>2. Request Current Homeroom Teacher or School Administrator to Complete the Confidential Admissions Survey 请学生当前的班主任或学校管理人员填写保密调查问卷</p>	<p>After submitting the application, you will be directed to a page prompting you about the Confidential Admissions Survey and submission of documents. 在网上成功提交申请后，下一个页面将提供保密调查问卷的提示和到招生办递交材料的信息。</p> <p>This is how the page looks like 页面如下:</p> <div data-bbox="668 1653 1453 2123" style="border: 1px solid black; padding: 10px;"><p>Next Steps</p><ol style="list-style-type: none">1. Request your online survey or submit a hard copy of survey. Your application will not be processed until we receive either the online survey (School Recs) or a hard copy of survey. You have two options to obtain the survey in order to complete your application:<ol style="list-style-type: none">a. To request for the online Confidential Admissions Survey to be sent to your child's homeroom teacher, visit School Recs and follow the prompts. The completed survey will be sent to us directly by SchoolRecs. Please note that it is your responsibility to confirm the completion of the survey with the teacher.b. Print out the CONFIDENTIAL ADMISSIONS SURVEY and have it completed by your child's homeroom teacher or administrator of the school that your child is attending. The completed survey must be placed in a sealed envelope by the teacher/administrator.2. Submit the following to the Admissions Office.<ol style="list-style-type: none">a) Print-out of the Submission Confirmation e-mail in your mailbox.b) One copy each of the first page of the applicant's passport, the applicant's visa or travel document (if applicable), first page of the applicant's Mainland Travel Document (if applicable), current immunization record (including the first page with your child's name).c) Hard copy of the completed Confidential Admissions Survey in a sealed envelope (if it will not be submitted online).d) The application fee of 700RMB in cash.<p>The hours for submitting your application package is between 13:00 to 16:00, Monday to Friday. No reservation is required. Please note that the application package will only be accepted during the above-mentioned time.</p><p>Contact Information</p></div>

<p>3. Submission Confirmation Email Sent to Both Parents' Email Addresses. 系统将会把提交成功确认函发到父母的邮箱</p>	<p>This is how the Submission Confirmation Email looks like 邮件如下:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Submission Confirmation</p> <p style="text-align: right;">Admissions Office Use Only: Receipt No: Semester Applied: Fall (September) 2020 Grade Applied:G1</p> <p>Dear Tom Brown Student Passport Name: Brown, Tom DOB: 1/1/2014</p> <p>The application for Tom Brown has been submitted to the Shanghai SMIC Private School successfully. Please bring the application fee of 700 RMB (cash only) along with hard copies of the following to the Admissions Office to complete your application.</p> <ol style="list-style-type: none"> 1. This Submission Confirmation e-mail. 2. The Confidential Admissions Survey in a sealed envelope (if it is not submitted online). 3. First page of your Child's Passport. 4. Your child's visa, permanent residence card, or mainland travel permit. 5. Current immunization record. <p>Our office is open to receive application documentation, afternoons 13:00-16:00, Monday to Friday. No appointment is required. Please note that the above materials will not be accepted other than during the above-mentioned time slots.</p> <p>The address is as follows:</p> </div>
<p>4. Submit Documents to the Admissions Office 到招生办递交材料</p>	<p><u>Please submit the following:</u></p> <ol style="list-style-type: none"> 1. Print-out of the Submission Confirmation Email. 2. Copy of the first page of the applicant's passport. 3. Copy of the applicant's permanent residence card (if applicable). 4. Copy of the first page of the applicant's visa, Travel Document, or Mainland Travel Permit (if applicable). 5. Current immunization record. 6. Registration fee of RMB700 in cash. <p><u>请递交以下材料:</u></p> <ol style="list-style-type: none"> 1. 网上报名提交成功确认函的打印件 2. 学生护照首页的复印件 3. 学生的外国永居卡的复印件（如适用） 4. 学生的中国签证首页、旅行证首页或往来内地通行证首页的复印件（如适用） 5. 疫苗接种记录的复印件 6. 700 元现金报名费
<p>5. Take the Admissions Assessment 参加入学/插班评估</p>	<p>The Admissions Office will send emails to parents regarding arrangement for the assessment. 招生办将会通过电子邮件通知家长评估的安排。</p>