



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 an example of the page 页面如下:</p> <div data-bbox="655 1547 1482 2069" style="border: 1px solid black; padding: 10px;"><p>To complete your application, please process the following:</p><p>Step 1: Obtain the Confidential Admissions Survey</p><p>Your application will be processed only after we receive the online Confidential Admissions Survey either via SchoolRecs or via the homeroom teacher's email.</p><p>You have two options to obtain the survey:</p><ol style="list-style-type: none">1. To request for the online Confidential Admissions Survey to be sent to your child's homeroom teacher, click here to visit SchoolRecs 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 homeroom teacher.2. Click here to download the Confidential Admissions Survey and have it completed by your child's homeroom teacher or an administrator of the school that your child is attending. The completed survey must be submitted to admissions@smicschool.com directly from the teacher/administrator's email.<p>Step 2: Print out the Submission Confirmation email</p><p>Right after you submit the application successfully, a "Submission Confirmation" email will be sent from noreplyregistration@powerschool.com to the email you used to create an account for this application. Please check both your inbox and junk mail folder for the email. It is a required document, please print it out.</p><p>Step 3: Submit the application package to the Admissions Office</p><p>Please bring all documents and application fee as listed in the submission confirmation email to the Admissions Office on the specific day and time you have chosen.</p><p>Please note that your child's application will only be complete after you have submitted the online application successfully and carried out all three steps stated above.</p></div>

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

This is an example of the Submission Confirmation email 邮件如下:

Submission Confirmation

Admissions Office Use Only:

Receipt No:
Semester Applied: Spring (February) 2021
Grade Applied: EK2 (5 years old program)
Documents submission time: Wednesday, 13:30 - 16:00

Dear Tom Brown
Student Passport Name: Tom Brown
DOB: 9/8/2005

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 on the specific date you chose to complete your application.

1. Print-out of the Submission Confirmation e-mail in your mailbox.
2. The confidential admissions survey in a sealed envelope (if it is not submitted online)
3. One copy each of the first page of the applicant's passport and permanent residence card (if applicable),
4. One copy of the applicant's visa, travel document (if applicable) or Mainland Travel Document (if applicable)
5. One copy of the applicant's Birth Certificate
6. Current immunization record (including the first page with your child's name).
7. The application fee of 700RMB in cash.

Please submit the required documents only during the time slot that you had selected.

4. Submit Documents to the Admissions Office 到招生办递交材料

Please submit the following:

1. Print-out of the Submission Confirmation e-mail in your mailbox.
2. The confidential admissions survey in a sealed envelope (if it is not submitted online)
3. One copy each of the first page of the applicant's passport and the permanent residence card (if applicable),
4. One copy of the applicant's visa, travel document (if applicable) or Mainland Travel Document (if applicable)
5. One copy of the applicant's Birth Certificate
6. Current immunization record (including the first page with your child's name).
7. The application fee of 700RMB in cash.

请递交以下材料:

1. 网上报名提交成功确认函的打印件
2. 密封在信封里的调查问卷（若不是在网上提交）
3. 学生护照首页的复印件和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. 学生的出生证明复印件
6. 疫苗接种记录的复印件（包括印有孩子名字的首页）
7. 700 元现金报名费

5. Take the Admissions Assessment 参加入学/插班评估

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。