



SMIC-I Application Guidelines

中芯学校国际部申请须知

Application Procedure:

- Submit the online application form.
- Check your email for submission confirmation.
- Submit all the required documents to the admissions office following the instructions stated in the email. (Refer to the below table for the documents required).

申请流程:

- 提交网上申请表格。
- 查收邮箱中的申请成功邮件。
- 按照邮件中的步骤完成申请流程，并携带所要求材料的原件及复印件提交到招生办。

Eligibility

Families interested in applying to Shanghai SMIC Private School International Division must meet the eligibility requirements set out by the Shanghai Municipal Education Commission (SHMEC) for schools for children of foreign nationals. Eligibility to apply is dependent on the family's passport, work and residence in Shanghai, and meeting one of the categories listed below:

申请条件

有意申请中芯学校国际部的家庭必须符合上海市教委关于外籍人员子女学校的申请条件及要求。根据不同的申请人身份需提交不同的证明文件，详情请对照下方表格并根据不同类别提交相应材料。

Applicants Categories	申请人类别
A. Working parents are foreign passport holders with a valid work permits. The student is a foreign passport holder.	父或母持外国护照合法入境来沪工作并取得外国人居留许可和就业证的外籍随行子女。学生持外国护照。
B. Both parents are PRC passport holders and work in Shanghai. The student has a foreign birth certificate and a foreign passport.	父和母持中国护照在沪工作居住的中国公民境外出生子女，学生持外籍合法出生证明和外籍护照
C. Working parents and students are from Hong Kong/Macau SAR, China or Taiwan, Province of China; or married to a PRC passport holder and the student is a PRC passport holder.	在沪工作居住的港澳台人员随行子女；或在沪工作居住的港澳台人士与中国大陆籍人士的婚生大陆籍子女。
D. Parents are PRC passport holders with foreign permanent residence cards. The student has a foreign passport and a valid residence permit to stay in China.	父或母持中国护照获国外永居，随行子女持国外护照及合法签证入境。
E. Working parents are foreign passport holders with a valid residence permit in China and married to a PRC passport holder. The student is a PRC passport holder.	合法入境来沪工作并取得外国人居留许可和就业证(包括团聚、绿卡)的外籍人员与中国籍配偶的中国籍婚生子女。
F. Parents and Students are PRC passport holders with foreign permanent residence cards. Parents are working in Shanghai. Please refer to the requirements through the government official link: https://zwdt.sh.gov.cn/govPortals/bsfw/item/d2362acb-c262-42da-bc15-d8ee500db720	在沪工作的父母及随行子女持中国护照获国外永久居留绿卡，请参考以下官方链接咨询： https://zwdt.sh.gov.cn/govPortals/bsfw/item/d2362acb-c262-42da-bc15-d8ee500db720

材料提交清单 Required Documents

材料清单 Required Documents		类别 Categories	A	B	C	D	E	F
1	申请学生及父母个人证件原件及复印件(外籍:有效护照和永久居住许可;香港/澳门永久居民身份证及回乡证;台胞证; <u>中国籍</u> :身份证)	Original and photocopy of personal identification documents for students and parents (Foreign nationals: valid passport and permanent residency permit; Hong Kong/Macau permanent resident identity card and 回乡证;台胞证; Chinese nationals: identity card)	√	√	√	√	√	√
2	在沪居住证明原件及复印件(上海户口本或房产证或房屋租赁合同);或外籍人员临时居住登记表	Copy of proof of residence in Shanghai (Shanghai Huko or property certification or housing rental agreement or registration of temporary residence form for foreigners)	√	√	√	√	√	√
3	父母子女亲属关系证明原件及复印件(户口本或出生证), 非中英文需翻译成中文或英文。	Evidence of the relationship between parents and students. (Birth Certificate or Hukou). Non-Chinese and non-English documents need to be translated into Chinese or English	√	√	√	√	√	√
4	父母任意一方上海在职证明原件(内容应包括: 姓名、出生日期、工作岗位、聘用期限、单位名称、地址、电话、部门负责人签名及单位公章)	Employment certification letter for one parent. (The letter must include the employee's name, DOB, position, period of employment, company name, address, and telephone number, signed by authorized personnel and stamped with company chop.	√	√	√	√	√	√
5	单位营业执照副本复印件加盖公章	Shanghai business license copy with company chop.	√	√	√	√	√	√
6	外籍父母或母上海市外国人就业证和外国人居留许可, 或中国绿卡	Foreigner's Work Permit and Residence Permit or Chinese PR card	√				√	
7	申请学生出生证 海外出生证:需提供使领馆认证原件及复印件。非中文或英文出生证需经由专业翻译机构翻译成中文或英文	Birth Certificate Overseas birth certificate: Chinese Embassy /Consulate authentication. Non-Chinese and non-English Birth certificates need to be translated into Chinese or English by a professional translation agency.	√	√	√	√	√	√
8	结婚证 * 继子(女)需提供抚养权证明	Marriage Certificate * If the family has a stepchild, the Custody documents are requested for the stepchild.			√		√	
9	上海市教委证明信	Original Waiver letter from the Shanghai Municipal Education						√
10	若父母非上海户籍, 需提交在上海工作一方1年以上税单。	If both parents don't have Shanghai Hukou, a one-year Individual Income Tax Payment Record in Shanghai needs to be submitted.		√				
学校要求材料		SMIC-I Required Documents						
11	申请表格	Print out the online application form	√	√	√	√	√	√
12	预防接种复印件(含姓名页)	Current immunization record (including the first page with your child's name)	√	√	√	√	√	√
13	插班生 • 2至12年级以及1年级下学期申请人需提供过去两年成绩单复印件 • 标化考试例如MAP成绩可供参考	Transfer Student • Applicants from grades 2 to 12, as well as applicants for the second semester of grade 1, must provide photocopies of their transcripts from the past two years. • Standardized test scores such as NWEA MAP are preferred.	√	√	√	√	√	√
14	原学校保密调查问卷:建议交材料前完成网上提交。 申请幼儿园小班勿需此问卷	Admission Confidential Survey: Online submission only. EP2 (3-year-old) applicants don't need to submit the survey.	√	√	√	√	√	√