

Documents must be uploaded as **PDFs**. All documents must be provided electronically via the online application (yisseoul.openapply.com).

- Valid Passport Title Pages of Applicant, Father, and Mother (expired copies are not accepted)
- Birth Certificate of Applicant
- Digital Color Photo of Applicant (within the last six months, high quality, applicant only). Recommended sizes are 2x2 in or 3.5x4.5 cm. Applicant photo must be uploaded as **PNG or JPG**.
- Preference selection for NICS (Bible) or Oasis (Character Education)
- Transcripts or Report Cards
 - Official* school records may only be emailed directly by the current school to apply@yisseoul.org. *Unofficial* copies of school records may be uploaded via the online application.
 - K-1st Grade: Please provide **all** available school documentation.
 - 2nd-12th Grade: Please provide school documentation for the current school year plus the **two** previous school years.
 - Documents must be in English or officially translated into English.
- [Home School Information Form](#) (*required for applicants who have attended home school within the past three years*)
- IEP/504 or Other Specialized Education Document – If applicable, applicants with a learning, emotional, or physical impairment that require extra support must submit documentation. **Failure to disclose information could result in a withdrawal of an offer.**
- Email Address(es) of Current Teacher(s) for Recommendation Request(s). Parents should provide the teachers' contact information. YISS will send an electronic recommendation form directly to the teachers' email address(es). *Non-YISS Recommendation Forms are not accepted.*
 - K-5th Grade: 1 Homeroom Teacher
 - 6th-12th Grade: 1 English Teacher and 1 Math Teacher
- 6th - 12th Grade: Applicant Interview (online questionnaire)
- Standardized Test Scores
 - K-2nd Grade – Standardized test scores are not required for students entering K-2nd Grade. However, please provide standardized test scores if available. Selected Kinder and 1st Grade students will be invited for an initial screening.
 - 3rd-12th Grade – Please provide standardized test scores from within the last 12 months. The following are **examples** of test results that are accepted: MAP, ERB/ISEE, Stanford (SAT), GL Assessments, PTM/PTE, TerraNova, OLSAT, SSAT, PSAT, SAT, IGCSE, ITBS, STAR, US State Standardized Tests.



- ❑ If an applicant in 3rd-12th grade does not have a recent test result YISS recommends students take the Independent School Entrance Exam (ISEE). Open test sites are offered at many locations throughout the year. The option for remote/in-home testing is also available for select countries if you cannot visit a testing center. In Korea, the ISEE is only available for 5th-12th grade. You may register online to take the test at a domestic or international Prometric Testing office. Fees range from \$100 – \$180, depending on the type of testing center. YISS ISEE Code: 682450 www.erblearn.org/parents/isee-registration
- ❑ Please note that submitting an application without test results will delay the review process and the admissions decision.

After Documents are Submitted Please Allow 2-4 Weeks for Processing

- ❑ We will contact you if there are any missing documents.
- ❑ Students whose native language is not English may be required to take an English language proficiency test, if school records indicate that English language support may be needed.

The following decisions may be sent

- ❑ Offer - If accepted you will receive an offer letter via OpenApply, then you will need to make arrangements to pay tuition within five business days.
- ❑ Wait pool - Please note that students placed in the wait pool will remain in the wait pool for one year. If you have updated documents such as transcripts or test scores from the time you were placed in the wait pool, please upload them to your application to keep it up to date.
- ❑ Decline

General Timeline for Admissions

- Dec - Begin accepting applications for next school year
- Feb. to May - Selected applicants invited for screening
- April - Begin sending offers for August admission
- August - School Begins
- November - Begin sending offers for January admission

Please note that the timeline is only provided as a general guideline.

Eligibility Documentation: Please note that the eligibility category is determined by the parents' citizenship.

Category 1: Non-Korean

- Both parents hold non-Korean passports and are not ethnically Korean (scan of passports)
- Scan of the front and back of a **valid** Alien Registration Card, Diplomatic ID, SOFA or Domestic Residence Card for parent(s)
- Valid eligibility documents must be updated every year for re-enrollment. If eligibility documents are not updated your child may not be allowed to re-enroll.

Category 2: Korean Ethnic

- One or both parents hold non-Korean passports and one or both parents are ethnically Korean (scan of passports)
- Scan of the front and back of a **valid** Alien Registration Card, Diplomatic ID, SOFA or Domestic Residence Card for parent(s)
- Scan of recent (3 months old) *Korean Family Registry* under the student's name *or Deleted Family Census Registry* (if parents are ethnically Korean). Documents can be obtained from any community center in Korea and embassy/consulate. No translation required.
 - View a sample [Family Registry](#)
- Valid eligibility documents must be updated every year for re-enrollment. If eligibility documents are not updated your child may not be allowed to re-enroll.
- If accepted, an original copy of the *Korean Family Registry* or *Deleted Family Census Register* will be required. No translation is required.

Category 3: Korean Citizens

- Both parents are Korean citizens or dual citizens (one being Korean)
- Scan of recent (3 months old) *Certificate of the Facts Concerning the Entry and Exit* for the applicant issued by the Seoul Immigration Office, any community center in Korea or embassy/consulate
 - The Certificate issued should be inclusive (birth to present)
 - If an applicant has dual citizenship, a Certificate for each passport is required.
 - View a sample [Certificate of Exit and Entry](#)
- Scan of recent (3 months old) *Korean Family Registry* under the student's name
 - View a sample [Family Registry](#)
- If accepted, an original copy of the *Korean Family Registry* and *Certificate of the Facts Concerning the Entry and Exit* will be required. No translation is required.



Category 4: Transfer Student who has remained in an international school in Korea with no breaks under past eligibility

- Official letter from current school stating that the applicant was enrolled and attending prior to March 1, 2010, and what eligibility was met upon enrollment
- Scan of eligibility document supporting the above letter
- Scan of recent (3 months old) *Korean Family Registry* under the applicant's name
- Scan of all transcripts or report cards supporting the above letter

Category 5: Naturalized Korean Citizens whose child is deemed to be unable to continue enrollment in the local school system (Grades 1-12) as determined by the deliberation of the school's Operation Committee, and approved by the Principal of the local school:

- Scan of recent (3 months old) *Korean Family Registry* under the student's name
- Scan of the Copy of the Basic Certificate of the naturalized Korean parent(s)
- Scan of Original letter issued by the Principal of the local school confirming the deliberation of the Operations Committee