

Documents must be uploaded as **PDFs**. All documents must be provided electronically via the online application ([yisseoul.openapply.com](https://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](mailto: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 addresses. *Non-YISS Recommendation Forms are not accepted.*
  - K-5th Grade: 1 Homeroom Teacher
  - 6th-12th Grade: 1 English Teacher and 1 Math Teacher
- Applicant Interview (online questionnaire) for 6th-12th Grade
- Standardized Test Scores
  - K-2nd Grade – Please provide standardized test scores if available. Otherwise, the applicant may be required to complete onsite testing at YISS. You will be contacted after your application has been completed if testing is required. There are no off-campus testing options for K-2nd grade.
  - 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. 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](http://www.erblearn.org/parents/isee-registration)
- If an applicant cannot provide testing results, he/she will be required to complete testing onsite. Please note that submitting an application without test results will delay the review process and the admissions decision.

**Eligibility Documentation** Please note that the eligibility category is determined by the parents' citizenship. Valid eligibility documents must be updated every year for re-enrollment. If eligibility documents are not updated your child will not be allowed to re-enroll.

Parent Holds a Non-Korean Passport (one or both)

- 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 or Deleted Family Census Registry* (if parents are ethnically Korean)

Parents Hold Korean Passports (Korean Citizens)

- Scan of recent (3 months old) *Certificate of the Facts Concerning the Entry and Exit* for the applicant issued by the Seoul Immigration Office
  - The Certificate should be issued inclusive (birth to present)
  - If applicant has dual citizenship, a Certificate for each passport is required.

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**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
- Wait pool
- Decline