CHADWICK INTERNATIONAL

Application Checklist For Grades 9-11

Please use the following checklist to help you track your application process.

1. **COMPLETE ONLINE APPLICATION FORM**.
   Online Application Form will be available on our school website from Nov. 1, 2017. Create an account, and make sure you remember your ID and Password for tracking your application status. Upload a recent photo of the applicant.

2. **APPLICATION FEE**. Please pay the non-refundable application fee of 350,000 KRW or 330USD:
   Bank: Shinhan Bank
   Account # for KRW: 140-008-960456
   Account # for USD: 180-005-295309 – Swift code: SHBKKRSE
   Account Holder: Chadwick International School Songdo
   Please use the applicant name and applying grade as a sender.

3. **SUPPLEMENTAL DOCUMENTS**. Mail other supplemental documents listed below to Chadwick International. Courier service is recommended to ensure the forms arrive at Chadwick international in a timely manner. All documents should be submitted in English (Notarized and sealed in an envelope by the notary when translated).
   - ☐ Sealed official report cards from current and previous two school years
   - ☐ Recent standardized test result (if available)
   - ☐ Confidential sealed recommendation letters (One letter must come from applicant's English Language Arts teacher): Forms are attached
   - ☐ Copies of title page of parent(s) and applicant's passport
   - ☐ Copy of student's ID card: Korean citizen: a copy of the resident registration
     Foreign student: a copy of the Alien Registration card (if available)
   - ☐ Student Questionnaire
   - ☐ Foreign Passport Holder Form (if applicable)

4. **ADMISSIONS DEPARTMENT APPLICATION REVIEW**
5. **TESTING / GROUP ASSESSMENT**
   You will be notified of the testing schedule via e-mail approximately one week before the assigned testing date (Please, make sure you write your email address clearly on the application forms).
6. **NOTIFICATION OF DECISION FROM THE ADMISSIONS OFFICE –** You will be notified via email.
7. **FORMAL ENROLLMENT**
   - ☐ Payment of tuition fee
   - ☐ Submission of Online Enrollment Contract

Admissions Office
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45, Art Center-daero 97 beon-gil
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www.chadwickinternational.org

CHADWICK INTERNATIONAL

Release of School Records

To the Parent / Guardian

Please sign and date this form and submit this request to your child's current school.
Copies of this form can be made if requesting records from multiple schools.

I hereby give permission to release the information requested by **Chadwick International. Please submit all school records, including all available standardized testing, and any other developmental information regarding the pupil named below.**

Student's name: _____ Applying for Grade: _____
Last Name First Name Middle Name

Date of birth: _____ Current grade: _____
(MM/DD/YY)

Signature of parent or guardian: _____

Print parent or guardian name: _____

Date: _____

To the Applicant's School,

The above named student is applying for admission to Chadwick International. To assist in evaluating this student for admission, we kindly request the following information:

- A copy of an official transcript or report card from the previous two school years
- Confidential school records including disciplinary actions, individualized testing and educational assessments.
- Attendance Records
- Results of Standardized Tests (if any)

Please submit this information directly to the address provided below. Please do not submit this information to the student or family. Chadwick International cannot accept academic records submitted by applicants or their families.

Please mail this information to:

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CHADWICK INTERNATIONAL

Recommendation Letter For Grades 9-11

To the student's current teacher or school director: The student named below is applying for admission to Chadwick International. We would appreciate your cooperation in completing this form to assist us in learning more about this candidate. This form is reviewed with the full awareness that young children are constantly changing and developing. Please note that we place particular value on your comments in each area and that the information you provide will remain confidential. This form will not become a part of the child's permanent record. **Please mail this completed form directly to Chadwick International. This form should not be returned to the student or family.**

Name of applicant _____
Last Name First Name Middle Name

Current Grade _____ Date of Birth _____

I hereby waive my right to access this recommendation submitted at my request _____

Please circle the number that best applies to each category.

ACADEMIC ASSESSMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Enthusiasm for learning	☐	☐	☐	☐	☐
Critical thinking skills	☐	☐	☐	☐	☐
Self-discipline	☐	☐	☐	☐	☐
Intellectual aptitude	☐	☐	☐	☐	☐
Intellectual curiosity	☐	☐	☐	☐	☐
Willingness to take risks	☐	☐	☐	☐	☐
Attention span	☐	☐	☐	☐	☐
Achievement	☐	☐	☐	☐	☐
Study habits and organization	☐	☐	☐	☐	☐
Leadership	☐	☐	☐	☐	☐
Self-confidence	☐	☐	☐	☐	☐
Sense of humor	☐	☐	☐	☐	☐
Concern for others	☐	☐	☐	☐	☐
Emotional maturity	☐	☐	☐	☐	☐
Creativity and originality	☐	☐	☐	☐	☐
Respect accorded to faculty	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐
Contribution to the school community	☐	☐	☐	☐	☐

Chadwick International is an independent, coeducational, preparatory day school for Kindergarten through grade 12 students. Our rigorous academic programs are complemented by visual and performing arts, community service projects, outdoor education, and interscholastic athletics. Applicant successfully meet admission requirements are admitted to all programs without regard to race, color, religion, gender, national or ethnic origin or physical ability.

1) In which areas has the student shown unusual ability or aptitude?

_____

_____

_____

2) Has the student ever been referred for ESOL (English for Speakers of Other Language), learning, attention or behavioral support?

If yes, please indicate if you believe this support should continue.

3) Has the student ever been placed on academic or behavioral probation? If yes, please explain.

4) The words checked may help describe the applicant.

☐ Aggressive	☐ Honest	☐ Poised	☐ Thoughtful	☐ Easily discouraged
☐ Forthright	☐ Persistent	☐ Sullen	☐ Disobedient	☐ Passive
☐ Perfectionist	☐ Stubborn	☐ Congenial	☐ Nervous	☐ Influential
☐ Sociable	☐ Cheerful	☐ Irritable	☐ Shy	☐ Positive
☐ Anxious	☐ Vivacious	☐ Self-centered	☐ Untrustworthy	☐ Negative

5) Is the parents' perception of their child compatible with the school's understanding of the child?

6) How would you describe the parents' involvement in school activities?

☐ Rarely involved ☐ Appropriately involved ☐ Overly involved

☐ No basis for judgment

7) How would you describe the parents' cooperation with school personnel and policies?

☐ Outstanding ☐ Good ☐ Fair ☐ Poor ☐ No basis for judgment

8) Is education a priority for the parents? ☐ Yes ☐ No **Is education a priority for the student?** ☐ Yes ☐ No

In relation to students of the same age that you have known, how would you rate the candidate?

CANDIDATE ASSESSMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Academic Promise	☐	☐	☐	☐	☐
Character promise	☐	☐	☐	☐	☐
Overall recommendation	☐	☐	☐	☐	☐

Would you be willing to discuss the candidate by telephone? ☐ Yes ☐ No **Best time to call** _____

Teacher's name (Please print) _____ **Title/Position** _____

School Name _____ **School Address** _____

_____ _____ _____

Phone Extension Email

Signature _____

Date

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Teacher Recommendation Letter
(English Language Arts Teacher) For Grades 9-11

To the student's current teacher or school director: The student named below is applying for admission to Chadwick International. We would appreciate your cooperation in completing this form to assist us in learning more about this candidate. This form is reviewed with the full awareness that young children are constantly changing and developing. Please note that we place particular value on your comments in each area and that the information you provide will remain confidential. This form will not become a part of the child's permanent record. **Please mail this completed form directly to Chadwick International. This form should not be returned to the student or family.**

Name of applicant _____
Last Name First Name Middle Name

Current Grade _____ Date of Birth _____

I hereby waive my right to access this recommendation submitted at my request _____

Please circle the number that best applies to each category.

ACADEMIC ASSESSMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Enthusiasm for learning	☐	☐	☐	☐	☐
Critical thinking skills	☐	☐	☐	☐	☐
Self-discipline	☐	☐	☐	☐	☐
Intellectual aptitude	☐	☐	☐	☐	☐
Intellectual curiosity	☐	☐	☐	☐	☐
Willingness to take risks	☐	☐	☐	☐	☐
Attention span	☐	☐	☐	☐	☐
Achievement	☐	☐	☐	☐	☐
Study habits and organization	☐	☐	☐	☐	☐
Leadership	☐	☐	☐	☐	☐
Self-confidence	☐	☐	☐	☐	☐
Sense of humor	☐	☐	☐	☐	☐
Concern for others	☐	☐	☐	☐	☐
Emotional maturity	☐	☐	☐	☐	☐
Creativity and originality	☐	☐	☐	☐	☐
Respect accorded to faculty	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐
Contribution to the school community	☐	☐	☐	☐	☐

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1) In which areas has the student shown unusual ability or aptitude?

_____

_____

_____

2) Has the student ever been referred for ESOL (English for Speakers of Other Language), learning, attention or behavioral support?

If yes, please indicate if you believe this support should continue.

3) Has the student ever been placed on academic or behavioral probation? If yes, please explain.

4) The words checked may help describe the applicant.

☐ Aggressive	☐ Honest	☐ Poised	☐ Thoughtful	☐ Easily discouraged
☐ Forthright	☐ Persistent	☐ Sullen	☐ Disobedient	☐ Passive
☐ Perfectionist	☐ Stubborn	☐ Congenial	☐ Nervous	☐ Influential
☐ Sociable	☐ Cheerful	☐ Irritable	☐ Shy	☐ Positive
☐ Anxious	☐ Vivacious	☐ Self-centered	☐ Untrustworthy	☐ Negative

5) Is the parents' perception of their child compatible with the school's understanding of the child?

6) How would you describe the parents' involvement in school activities?

☐ Rarely involved ☐ Appropriately involved ☐ Overly involved

☐ No basis for judgment

7) How would you describe the parents' cooperation with school personnel and policies?

☐ Outstanding ☐ Good ☐ Fair ☐ Poor ☐ No basis for judgment

8) Is education a priority for the parents? ☐ Yes ☐ No **Is education a priority for the student?** ☐ Yes ☐ No

In relation to students of the same age that you have known, how would you rate the candidate?

CANDIDATE ASSESSMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Academic Promise	☐	☐	☐	☐	☐
Character promise	☐	☐	☐	☐	☐
Overall recommendation	☐	☐	☐	☐	☐

Would you be willing to discuss the candidate by telephone? ☐ Yes ☐ No **Best time to call** _____

Teacher's name (Please print) _____ **Title/Position** _____

School Name _____ **School Address** _____

_____ _____ _____

Phone Extension Email

Signature _____

Date

Please send this form directly to Chadwick International.

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Student Questionnaire For Grades 9-11

Dear Student:

The admission process is designed to broaden our understanding of you academically, socially and personally. To help us get to know you better respond to the questions below. Please answer in complete sentences using blue or black ink. Answers must be in your own handwriting.

We look forward to learning about you!

Name of applicant _____
Last Name First Name Preferred Name

Date _____ Applying to grade: _____

1. Who do you admire and why?

2. The jobs you will have one day don't even exist yet: what kinds of skills do you think you might need to succeed?

3. How can teachers make social media part of their curriculum?

4. Set a goal for yourself regarding school in the coming year. Be specific.

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Foreign Passport Holder Form

This form should be completed by foreign passport holders only.

Dear Parents of _____
(Name of Applicant)

Applying for Grade _____

Thank you for applying on behalf of your child to enter Chadwick International (CI). Please be informed that if your child is admitted as a foreign student, the foreign passport holder status must be maintained throughout enrollment at CI.

Should your child take Korean citizenship during the time he/she is enrolled at CI, or not be able to produce evidence of his/her legal status as a foreigner in Korea, the child would automatically be re-categorized as a Korean passport holder. Should the child be allowed to remain enrolled at that time, continued enrollment would then be reconsidered annually based on space availability. Therefore, there will be no guarantee of continued enrollment for students who will change their citizenship status after being admitted at CI.

Please sign and date below to indicate that you have read and understood the conditions of this notice.

Printed name:_____

Signature:_____

Date:_____

Thank you for your cooperation,

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