



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

**Steps 1 – 3 MUST be completed by the deadline of January 17, 2019 so that your application can be considered by the Admissions Committee.**

**1. COMPLETE ONLINE APPLICATION FORM.**

[Online Application Form](#) for 2019-2020 SY will be available on our school website from November 1st, 2018 until January 17th, 2019. 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 or email 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 submitted to Chadwick International will be considered the property of the school and will not be returned.

Copies of title page of parent(s) and applicant's passports

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)

Sealed official report cards from current and previous two school years (Release of School Records is attached, Copies of report cards in languages other than English must be translated into English and notarized prior to submission.)

Confidential sealed classroom teacher's recommendation letter: Form is attached

Student Questionnaire

Foreign Passport Holder Form (if applicable): Form is attached

Recent standardized test result (if available)

**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



**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:**

Admissions Office  
Chadwick International  
45, Art Center-daero 97 beon-gil  
Yeonsu-gu Incheon Korea 406-840  
T: 82-32-250-5030/5031/5032 F: 82-32-252-2011  
[songdo-admissions@chadwickschool.org](mailto:songdo-admissions@chadwickschool.org)  
[www.chadwickinternational.org](http://www.chadwickinternational.org)



**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 Date of Birth

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              |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Motivation and drive                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Critical and abstract thinking skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Self-discipline                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intellectual aptitude                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intellectual curiosity                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Growth potential                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attention span                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Achievement                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Study habits and organization         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Social/emotional development          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leadership                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Self-confidence                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sense of humor                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Concern for others                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emotional maturity                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Creativity and originality            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respect accorded to faculty           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respect toward peers                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to work with others           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contribution to the school community  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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?

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2) Has the applicant been reprimanded for academic or social behavior? If yes, please explain.

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3) The words checked may help describe the applicant.

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|--|-------------------------------------|--|--|---|
| <input type="checkbox"/> Aggressive    | <input type="checkbox"/> Honest     | <input type="checkbox"/> Poised        | <input type="checkbox"/> Thoughtful    | <input type="checkbox"/> Easily discouraged |
| <input type="checkbox"/> Fortright     | <input type="checkbox"/> Persistent | <input type="checkbox"/> Sullen        | <input type="checkbox"/> Disobedient   | <input type="checkbox"/> Passive            |
| <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Stubborn   | <input type="checkbox"/> Congenial     | <input type="checkbox"/> Nervous       | <input type="checkbox"/> Influential        |
| <input type="checkbox"/> Sociable      | <input type="checkbox"/> Cheerful   | <input type="checkbox"/> Irritable     | <input type="checkbox"/> Shy           | <input type="checkbox"/> Positive           |
| <input type="checkbox"/> Anxious       | <input type="checkbox"/> Vivacious  | <input type="checkbox"/> Self-centered | <input type="checkbox"/> Untrustworthy | <input type="checkbox"/> Negative           |

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

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

- Appropriately involved    Overly involved    Rarely involved    Only involved when there is a personal reward  
 No basis for judgment

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

- Outstanding    Good    Fair    No basis for judgment

7) 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       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Character promise      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overall recommendation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Would you be willing to discuss the candidate by telephone?  Yes  No      Best time to call \_\_\_\_\_

Teacher's name (Please print) \_\_\_\_\_ Subject/Position \_\_\_\_\_

School Name \_\_\_\_\_ School Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Extension \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send this form directly to Chadwick International.**

Admissions Office  
Chadwick International  
45, Art Center-daero 97 beon-gil  
Yeonsu-gu Incheon Korea 406-840  
T: 82-32-250-5030/5031/5032 F: 82-32-252-2011  
[songdo-admissions@chadwickschool.org](mailto:songdo-admissions@chadwickschool.org)  
[www.chadwickinternational.org](http://www.chadwickinternational.org)



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, please 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. What do you dream about doing this summer?**

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**2. Tell us what you like to do on a rainy day?**

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**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,