



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: SHBKCRSE

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 when applicable (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.

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

4. **ADMISSIONS DEPARTMENT APPLICATION REVIEW**

5. **ADMISSION ASSESSMENT**

You will be notified of the testing schedule via e-mail approximately one week before the assigned assessment 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
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
www.chadwickinternational.org



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
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

Evaluation requested by _____
Parent's Name

I hereby waive my right to access this recommendation submitted at my request _____
Parent's Signature

Please check the box that best applies to each category.

CHILD'S DEVELOPMENT AND TEMPERAMENT	SECURE	AGE- APPROPRIATE	EMERGING	NOT YET EVIDENT
Approaches new experiences eagerly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates in play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriately self-directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to adult direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible and adaptive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits appropriate sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates play with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plays alone happily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for followership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments on the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHILD AS A LEARNER	SECURE	AGE APPROPRIATE	EMERGING	NOT YET EVIDENT
Follows classroom rules and routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is attentive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages classroom transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows curiosity as a learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses self clearly and well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to focus on one task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates appropriately at group time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works cooperatively with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHILD AS A LEARNER

SECURE AGE- APPROPRIATE EMERGING NOT YET EVIDENT

Demonstrates creativity and inventiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps trying when something is difficult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enjoys a new challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses materials purposefully and respectfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows multi-step directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies past learning to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech development (articulation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech development (language and vocabulary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dominant-handedness <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT				

PHYSICAL DEVELOPMENT

STRONG AGE-APPROPRIATE NEEDS DEVELOPMENT

Fine motor control/coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gross motor control/coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on the above. Please identify special needs, including auditory and visual development.**What are the first three words that come to mind when describing this child?**

1) _____ 2) _____ 3) _____

Please describe this child's general mood and temperament.**Please describe anything unusual or exceptional about this child.****Please comment on parent cooperation and involvement with your school.****Please share any additional comments that you think might be helpful as we get to know this child.****I have known this child for _____ years _____ months**

We welcome any other information that you think would be helpful. Please include comments regarding strengths, weaknesses, health or any special needs or concerns of this child and/or family. You may use a separate sheet of paper for further comments in any category.

Evaluator's name _____ **Subject/Position** _____ **Date of Evaluation** _____

Days per Week Enrolled

Hours per Day

Size of Group

Age Range

Name of School _____ **Phone Number** _____ **Extension** _____

School address _____ **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.orgwww.chadwickinternational.org



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,