



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](#) 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: SHBKRRSE

**Account Holder:** Chadwick International School Songdo

Please use the applicant name and applying grade as a sender.

3. **SUPPLEMENTAL DOCUMENTS.** Mail or email all supplemental documents listed below to Chadwick International. Courier Service is recommended to ensure documents arrive at Chadwick International in a timely manner. Pre-Kindergarten applicants are not required to submit Teacher's Reference Forms nor report cards. 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 passport holders: a copy of the resident registration  
Foreign passport holders: a copy of the Alien Registration card

Foreign Passport Holder Form (when 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



**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,