

The application process at CIS.

We are delighted you are considering CIS for your child. The application process begins with the submission of an application form, payment of the application fee, and submission of supporting documents. Our [entry requirements page](#) outlines what you need to know before submitting an application.

Step

1

Complete the application form.

Applications can be submitted online. All applications must be accompanied by the compulsory non-refundable application fee of S\$1,000.00.

Step

2

Submit the supporting documents to our Admissions Department.

The following documents, which must all be original versions, can be uploaded with your application or emailed to our Admissions Department.

- Soft-copy the last 3 years of transcripts, school reports, testimonials and recommendations*.
- Soft-copy of all relevant psycho educational and/or special education evaluation reports (if applicable)*.
- A recent digital photograph of the student (passport-sized).
- Soft-copy of:
 - ◆ Student's passport(s).
 - ◆ Student's birth certificate*.
 - ◆ Student's immunisation records*. *Diphtheria and Measles immunisation is compulsory by law in Singapore and is also a CIS condition of enrolment.*
 - ◆ Each parent's passport
 - ◆ Legal guardian's passport (where applicable).
- Original deed, will or court order to indicate custody/guardianship (if applicable)*.
- Fully completed and signed representative form (if applicable).
- Fully completed and signed caregiver agreement (if applicable). *Students joining grade 4 or below must reside with at least one parent during the duration of their studies at CIS.*
- Soft-copy of the caregiver's passport
- Soft-copy of the caregiver's NRIC (Singaporean and Permanent Resident only)¹

* These documents must be supplied in English. If documents are not in English, parents will need to provide official translated copies. Translations must be carried out by a Notary Public, a Translation Agency or your own National Embassy.

1. For Permanent Residents (PRs) please provide a copy of the re-entry permit indicating the PR number and the re-entry permit expiry date.

Step

3

Application review.

Acceptance to CIS will be based on a comprehensive review of all requested documentation. This may include, but is not limited to:

- Consideration of a student's age and/or the most recent grade level completed.
- Review of prior school reports.
- Student profile considerations including behaviour, social skills, work ethic, attitude, English proficiency level and additional learning support needs, if any, required by the student at the current school.

CIS may need to conduct assessments, and/or contact teachers at the student's current school. Upon completion of the review process, CIS reserves the right to decline an application regardless of whether the applicable documentation and payment of the application fee is complete or not.

Step

4

Sign the student contract upon acceptance of a place at CIS.

The CIS student contract must be signed by both parties within 14 days from the issue date of the contract to confirm a student's enrolment. Please see www.cis.edu.sg/admissions/application-process for more information.

Step

5

Pay the confirmation fee.

An invoice will be issued for the confirmation fee after the student contract is signed.

This fee must be paid and received by the school by the due date indicated on the invoice. Should this not happen, both the place offered and the student contract will lapse.

Step

6

Submit final documentation before school starts.

Students may start school as soon as the following documents have been submitted to the Admissions Department:

- Soft-copy of the student's Dependant's Pass, Student Pass or NRIC¹ (Singaporean and Permanent Residents only)².
- Soft-copy of each parent's/legal guardian's Employment Pass, Dependant's Pass and/or NRIC¹ (Singaporean and Permanent Residents only)².
- [Student medical form](#).

1. For Permanent Residents (PRs) please provide a copy of the re-entry permit indicating the PR number and the re-entry permit expiry date.

2. Whichever is applicable

Application checklist.

You can use this checklist to ensure that you have submitted all the necessary forms/documents with your application for enrolment to the Canadian International School.

Initial documents that are required when submitting an application:

- | | |
|---|---|
| <input type="checkbox"/> Application fee of S\$1,000.00. | <input type="checkbox"/> Soft-copy of the student's passport(s). |
| <input type="checkbox"/> Soft-copy of last 3 years of transcripts, school reports, testimonials and recommendations*. | <input type="checkbox"/> Soft-copy of relevant psycho educational and/or special education evaluation reports (if applicable)*. |
| <input type="checkbox"/> A recent digital photograph of the student (passport-sized). | <input type="checkbox"/> Soft-copy of student's immunisation records*.
<i>Note: Diphtheria and Measles immunisation is compulsory by law in Singapore.</i> |
| <input type="checkbox"/> Soft-copy of student's birth certificate*. | <input type="checkbox"/> Soft-copy of each parent's passport. |
| <input type="checkbox"/> Original deed, will or court order to indicate custody/guardianship (if applicable)*. | <input type="checkbox"/> Soft-copy of each legal guardian's passport (if applicable). |
| <input type="checkbox"/> Caregiver agreement (if applicable). | <input type="checkbox"/> Soft-copy of the caregiver's passport (if applicable). |
| <input type="checkbox"/> Soft-copy of the caregiver's NRIC (Singaporean and Permanent Resident only) | <input type="checkbox"/> Representative form (if applicable). |

**Please note that these documents must be supplied to the Admissions Department in English. Documents which are not in English will need to be translated. Translations must be carried out by a Notary Public, a Translation Agency, or your own National Embassy.*

Second round of documents that must be submitted after acceptance, prior to the student's first day of school:

- | | |
|---|---|
| <input type="checkbox"/> Signed student contract. | <input type="checkbox"/> Student medical form. |
| <input type="checkbox"/> Soft-copy of the student's Dependant's Pass Student's Pass/NRIC – Singaporean and Permanent Resident* (whichever is applicable). | <input type="checkbox"/> Soft-copy of each parent's/legal guardian's Employment Pass/Dependant's Pass/NRIC – Singaporean and Permanent Resident* (whichever is applicable). |

**For Permanent Residents (PRs), please provide a copy of the Re-Entry Permit indicating the PR Number and Re-Entry Permit Expiry Date.*

Notes.