

The application process.

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.

The School can confirm acceptance for the next school year as early as December. Applications for the current school year may be submitted at any time; however, a student being accepted is subject to the availability of places. For applications to Grade 11 and 12 (IB DP), students may only commence school within the first two weeks of semester 1 in Grade 11.

Step

1

Complete the application form.

Applications can be submitted using the soft copy of the application form, or by submitting an application online. All applications must be accompanied by the compulsory non-refundable application fee of S\$2,500.00.

Step

2

Submit the supporting documents to our Admissions Department.

The following documents must be sent to our Admissions team after you submit your application. All original documents must be reduced in order to verify their authenticity.

- All current and past transcripts, school reports, testimonials and recommendations (3 years worth of records are required)*.
- Photocopy of all relevant Psycho Educational or Special Education Evaluation Reports*.
- 3 passport sized photographs (approximately 3.5 cm x 4.5 cm). Please write the student's name on the back of the photographs.
- Photocopy of student's passport(s).
- Photocopy of student's birth certificate*.
- Photocopy of student's immunisation records*. Diphtheria and Measles immunisation is compulsory by law in Singapore.
- Photocopy of each parent's passport.
- Photocopy of each legal guardian's passport (if applicable).
- Original deed, will or court order to indicate guardianship (if applicable)*.
- Photocopy of the representative form (if applicable).
- Photocopy of the caregiver form (if applicable).
- Photocopy of caregiver's passport (if applicable).

**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.*

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

- Consideration of a student's age and/or the most recent grade level completed.
- Successful school report card review.
- Student profile considerations such as 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 require assessments, and/or permission to contact teachers at the student's current school.

Please be advised that upon completion of the review process, CIS reserves the right to decline or reject an application regardless of whether the applicable documentation and payment of the application fee are complete or not.

Step

3

Upon acceptance of a place at CIS, execute the CIS student contract.

The CIS student contract must be executed by both parties (if the parent is agreeable to the terms and conditions of the contract) 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

4

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

5

Submit final documentation before school starts.

Students may start school as soon as all of these documents have been submitted to the Admissions Department:

- Photocopy of student's Dependant's Pass/Student Pass/NRIC – Singaporean and Permanent Resident* (whichever is applicable).
- Photocopy of parent's/legal guardian's Employment Pass/Dependant's Pass/NRIC - Singaporean and Permanent Resident* (whichever is applicable).
- Student medical form.

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