



APPLICATION PROCEDURES

STEP 1: COMPLETE APPLICATION PACKET AND SUBMIT APPLICATION FEE

- Complete Application for Enrollment Form and submit to the Admissions Office. An additional School Readiness Questionnaire needs to be completed for FC, JK, K and K candidates.
- Submit 500 RMB application fee via bank transfer or cash. This fee will be credited toward the enrollment fee should the candidate be accepted to TIS. Applications and application fees are good only for one academic year.
- Sign Legal Release and Philosophy Statement (scan or fax is acceptable)
- Submit original passport with valid visa for copies to be made, along with a recent passport sized photo.
- Original previous school records for copies to be made (past 2 years plus current school year)

IMPORTANT: Processing **WILL NOT** begin until each of these items has been received.

Age requirements for FC, JK, K and 1st grade applicants

Please note that candidates applying for the Foundation Class, Junior Kindergarten, Kindergarten, and 1st grade must demonstrate readiness to enter their appropriate grade level and meet our age requirements. By September 30 of the academic year, a child needs to be 3 years of age or older for Foundation Class, 4 years of age or older for Junior Kindergarten, 5 years of age or older for Kindergarten, and 6 years of age or older for 1st grade. Regardless of age, a child may be refused admittance if evaluated as not ready.

STEP 2: TAKE DIAGNOSTIC TEST

- Grades 2-12 candidates must take a Diagnostic Test to determine interview eligibility. The test may include one or more of the following subjects: English, writing, and mathematics.
- Grades FC, JK, K and 1 candidates must be assessed for developmental skills but no additional interview is required.
- The school schedules the Diagnostic Test dates. There will be six test dates during the school year. These dates are available through our Admissions Department at admissions@tiseagles.com and on our website (www.tiseagles.com) under Admissions.
- Original passport and valid visa are required to take the test if they have been renewed since time of application.
- You will be informed of the test results within 5 business days after testing.

What happens after the test:

- Proceed for further consideration if test performance meets our academic standards and/or shows readiness to attend school, or
- Admittance will be denied at this time if the candidate fails to meet the minimal performance standard on the test
- Candidate is eligible to retest two more times free within **the same academic year**, provided there is at least a three-month gap between tests
- **If the applicant wishes to test again to be considered for the following academic year**, they will be required to pay the 500 RMB application fee. The application fee covers only those tests taken for the **same** academic school year.

Importance of English proficiency:

Because TIS provides instruction in English, a high school candidate's English proficiency must match their academic grade level. However, if a high school candidate's English level is one grade below the academic standard, the candidate can be accepted 1 grade level below current grade with no chance for early advancement to the next grade. Elementary or middle school candidates with up to two years difference between their level of English proficiency and their academic grade level may be admitted to our school, depending on space availability in the English Language Acquisition Program and the English level of the candidate, as compared to the students currently enrolled in ELAP.

Please wait for our call

Due to the high volume of activity in the Admissions Office, we ask that parents do not call to inquire of testing results. The Admissions Department will communicate the results of the evaluation through a phone call in no more than 5 business days after Diagnostic Testing.

STEP 3: ATTEND PERSONAL INTERVIEW

- Grades 2-12 candidates deemed to have the potential to succeed at TIS are required to attend an interview with a team of TIS teachers for final assessment of the candidate's English ability.
- While the student is at the interview, parents are required to meet with a principal for an overview of TIS policies and expectations.
- Principals will make the final acceptance / denial decision.
- You will be notified of the decision within 3 business days after the interview.
- 11th and 12th grade candidates will be presented to the School Board for final approval. No 11th or 12th grade applicant will be officially accepted to TIS without prior Board approval.
- Please wait for our call. Due to the high volume of activity in the Admissions Office, we ask that parents not call to inquire of acceptance / denial.

STEP 4: AFTER ACCEPTANCE AND BEFORE FIRST DAY OF SCHOOL

The candidate will need to submit:

- Immunization Record (Copy of record from a physician's office, and TIS form Immunization Record filled out according to the physician's record)
- Physical Exam Form (We advise that an appointment with the physician be made in advance so the applicant will have this form before the first day of school)
- Medical Update and Consent to Medicate form (New students will receive this form on the second day of school, except when student comes in mid-semester. Mid-semester applicant needs to fill out this form before first day of school)
- All applicable fees and tuitions

IMPORTANT: A seat will not be held for a student until all fees are paid. All admittance forms are to be submitted to our Admissions Department, and all fees must be received by our Financial Department.

第一步：完整填写报名资料并交纳报名费

- 完整填写入学申请表并交到招生办公室。申请幼儿园小班、中班及大班的学生还需填写一份问卷调查。
- 通过银行转账或现金的形式交纳报名费人民币 500 元。此费用将在考生被录取后转为注册费的一部分，报名表及报名费只在一个学年中有效。
- 已签字的免责及办学理念(Legal Release and Philosophy Statement) 说明（可接受扫描或是传真件）。
- 递交申请人的护照原件及合法有效的居留签证，以及一张护照照片大小近照，以便学校扫描存档。
- 曾就读学校的成绩单（前两年以及当前所在学校本学年的）

注意：我们在收到以上材料之前**将不**安排学生进行考试。

对申请幼儿园小班、中班、大班及一年级学生的年龄要求

请注意申请幼儿园小班、中班、大班及小学一年级的孩子应做好入学准备，并符合进入相应年级的年龄要求。在 9 月 30 日以前年满 3 岁的孩子可以进入幼儿园小班，年满 4 岁的孩子可以进入幼儿园中班，年满 5 岁的孩子可以进入幼儿园大班，年满 6 岁的孩子可以进入一年级学习。除年龄的要求外，如果面试后被评定为没有做好入学准备，也有可能不被录取。

第二步：参加水平考试

- 2-12 年级的考生须参加入学水平考试，该考试包括英语、写作和数学中的一项或几项。
- 申请 TIS 幼教中心（幼儿园小班、中班、大班）及一年级的学生须进行入学前基本技能考核，但不用参加面试。
- 学校规定入学水平考试日期及时间，每学年将安排六次考试。具体考试时间可发邮件(admissions@tiseagles.com) 向招生办公室询问，或登录学校网站 (www.tiseagles.com) 进入招生 (Admissions) 页面查询。
- 如果护照及居留签证在报名后有任何变化或更新，须将更新后的护照原件及合法有效的居留签证交到招生办公室，方可参加考试。
- 考试结果将在考试后的 5 个工作日内通知家长。

考试后

- 如果考生的考试结果达到了学校规定的水平，并/或已做好入学准备，学校将对考生的成绩单及考试成绩进行进一步的考核。
- 如果考生的考试结果不能达到学校规定的水平，就会在这个时间被拒收。
- 被拒收的考生在**同一学年**还可以免费申请两次入学考试，但每一次考试需间隔至少三个月。
- **如果考生希望再一次参加考试来申请在下一学年入学**，则需要再次交纳 500 元人民币的报名费。报名费只能在**同一学年**有效。

熟练掌握英语的重要性

鉴于 TIS 全部使用英语授课，高中学生的英语水平必须达到他们所在年级要求的水平。当一个高中学生的英语水平比学校要求低一级时，该生可被录取，但不能跳级。小学或初中可接收英语水平比学校要求低两级的学生，但该生是否可以最终被录取取决于英语强化班是否还有名额，以及该生的英语水平与现有英语强化班学生相比较的结果。

等待电话通知

鉴于考试期间招生办公室工作繁忙，请家长不要打电话询问考试结果。招生办公室将在 5 个工作日内将考试结果电话通知家长。

第三步：参加面试

- TIS 的老师将对通过笔试的 2-12 年级考生进行面试，从而对他们的英语能力进行最后的评估。
- 在考生进行面试时，校长将向家长们介绍 TIS 办学宗旨及要求。
- 校长将根据面试结果决定是否接收该考生。
- 招生办公室将在 3 个工作日内通知家长面试结果。
- 录取 11、12 年级考生还需得到董事会的最后批准。未经董事会批准，11、12 年级学生不会被正式录取。
- 等待招生办公室通知面试结果。鉴于考试期间招生办公室工作繁忙，请家长不要打电话询问面试结果。

第四步：录取后、开学前的准备工作

录取后的考生需递交：

- 疫苗注射记录表(Immunization Record) (医生用注射记录的复印件，以及填写好的 TIS 疫苗注射记录表)
- 体检表(Physical Exam Form) (学校建议您与医生提前预约，以便在开学前将体检表交回学校)
- 健康状况更新及允许用药表(Medical Update and Consent to Medicate) (全体新生将在开学第二天收到该表格，如在学期中间入学，须在第一天入学之前交回此表)
- 全部被录取的新生都需交齐注册费、杂费及学费

注意：在费用未交齐之前，学校将不为学生保留座位。请将填写好的表格交到招生办公室，并将全部费用交到财务办公室。