

To initiate the application process, please click the 'Apply Now' button on the school website (admission.ycis-sh.com) to complete the application form and submit the required items (in PDF, JPEG, JPG, or PNG format) listed below:

- ❑ **School Reports/Records** in English for the most recent two years (translated if needed), including the current year if available, and/or any other relevant documents or teacher letters
- ❑ **Application Fee** (non-refundable) of RMB 2,500
 - a. Online payment; or
 - b. Cash (in RMB only); or
 - c. Credit/bank card payment (in person only; bank service charge will apply); or
 - d. Electronic/bank transfer (details in School Fees and Policies)
 - Please indicate the passport name of the child
 - Please upload the payment confirmation/remittance slip to the online application, or email your Admissions contact
- ❑ **I.D. Photo for Each Child**
- ❑ **Identification Documents**
 - a. Children of Foreign Citizen(s)**
 1. Birth Certificate of the child
 2. Passport of the child and both parents
 3. *If the child and one parent both hold a PRC passport:* Household Register (户口簿) and Marriage Certificate
 4. ▲ Visa/Residence Permit of the child and both parents
 5. ▲ Alien Employment Permit of foreign parent(s)
 6. ▲ Proof of residence in Shanghai (*i.e. rental agreement or certificate of real estate ownership*)
 7. ▲ Business License and Employment Certification Letter from one parent's employer (*see notes below*)
 - b. Children of Taiwan, Hong Kong and Macau Resident(s)**
 1. Birth Certificate of the child
 2. Passport of the child and both parents
 3. *If the child and one parent both hold a PRC passport:* Household Register (户口簿) and Marriage Certificate
 4. Mainland Travel Permit (回乡证) and Permanent ID card for Hong Kong/Macau resident(s), or Mainland Travel Permit (台胞证) for Taiwan resident(s)
 5. ▲ Proof of residence in Shanghai (*i.e. rental agreement or certificate of real estate ownership*)
 6. ▲ Business License and Employment Certification Letter from one parent's employer (*see notes below*)
 - c. Overseas-born Children of PRC Citizens**
 1. Notarised overseas Birth Certificate of the child, together with a Chinese translation
 2. Passport of the child and both parents
 3. Household Register (户口簿)
 4. Personal Shanghai tax payment proof for the most recent 12 months (*if neither parent holds a Shanghai Household Register*)
 5. Travel Document (旅行证) or Exit and Entry Permit (出入境通行证), or Visa/Residence Permit; *for Hong Kong/Macau-born child:* Mainland Travel Permit (回乡证) and Permanent ID card
 6. ▲ Proof of residence in Shanghai (*i.e. rental agreement or certificate of real estate ownership*)
 7. ▲ Business License and Employment Certification Letter from one parent's employer (*see notes below*)

Notes:

- ▲ *For families not yet living in Shanghai, this document may be submitted within 90 days of starting school.*
- *The Employment Certification Letter should be printed on company letterhead, signed by the head of the department, stamped with the company chop, and include the following content: employee's name, date of birth, position, period of employment, registered company name, address, and telephone.*