



HQIS Application Procedure

Step 1: Online Application

Applications are completed through Open Apply online and all requested documents below are uploaded to the system.

Click <https://hqis.openapply.cn> to start your registration now.

- Completed application
- Digital photos of student and parents
- Passports first page and visa page of student and parents
- Student birth certificate
- Student immunization records
- Student and parent shanghai residence permit, diplomatic visa, or the letter employer affirming that a visa will be procured.
- For Kindergarten and above students, school reports of the current and previous two academic years are required (Certified translations into English are required for reports in other languages)

Step 2: Application Fees

Once your application is complete, you will be requested to pay a non-refundable 2,000 RMB Application Fee in order for your application to be processed.

Payment Information-RMB:

Beneficiary	上海虹桥国际外籍人员子女学校
Account Number	693762624 (人民币账号)
Name of bank	China Minsheng Bank, Shanghai Branch, Chang Ning Sub-branch 中国民生银行上海市长宁支行
Address of bank	1115 DingXi Road, Shanghai, China 中国上海市定西路 1115 号

Step 3: Interviews

Once the online application is complete with all requested application documents and application payment received, interviews will be scheduled for you within 5 working days:

- Nursery to Pre-kindergarten students are required to come with their parent(s) or guardian(s) for an interview.
- Kindergarten and above students are required to come with their parent(s) or guardian(s) for a test and interview.

Enrollment decision will be made based on our admissions criteria and interview result.

Step 4: Welcome to HQIS

You will receive an acceptance letter with the tuition fees invoice together within 5 working days after the interview, and we will arrange a Class Visit for every student to help them go through the transition smoothly. Parents are expected to pay the tuition fees by the deadline to secure a place at HQIS.

Welcome to HQIS Community! Wish your family a greater learning journey here!



HQIS 报名入学流程

第一步：在线提交申请

点击 <https://hqis.openapply.cn> 完成在线申请，请把以下材料都按照要求上传至系统中。

- 所有信息填写完整
- 学生和家长的电子照片
- 学生和家长的护照首页和签证页
- 学生的出生证明
- 学生的所有免疫记录
- 学生和家长的在上海的居留许可，或者雇主提供的确认家长将获得上海工作签证许可的信函。
- 对于幼儿园及以上的学生，需要提供过往两个学年的成绩单（中文成绩单需正式翻译）

第二步：报名费缴纳

在线申请材料提交完成之后，请您将 2000 元人民币报名费直接汇款至以下学校账户。

账户信息：

Beneficiary	上海虹桥国际外籍人员子女学校
Account Number	693762624 (人民币账号)
Name of bank	China Minsheng Bank, Shanghai Branch, Chang Ning Sub-branch 中国民生银行上海市长宁支行
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第三步：笔试&面试

招生办公室收到您的在线申请材料以及报名费之后，将在 5 个工作日内审核好您的材料，并为您安排好笔试和面试时间：

- 托班到中班的学生，将安排面试，家长或监护人需要一同参加。
- 大班及以上年级的学生，将安排笔试与面试。家长或监护人需要一同参加面试。

我们将根据本校的录取标准和学生笔试面试情况做出录取结果。

第三步：录取

面试结束后的 5 个工作日内，通过笔试面试的学生将收到我校的录取通知书，以及学费单，请您按照学费单的要求在截止日之前缴清学费，以确认您的学位。针对插班生，我们将在您正式开学前为每位学生安排一次 Class Visit，与老师见面详谈，熟悉班级环境，为学生正式入学做好铺垫。

欢迎加入 HQIS 大家庭！祝大家在 HQIS 度过更棒的学习探究之旅！