Admission Policy

HQIS aspires to cultivate a diverse learning community with a focus on international-mindedness, inclusivity and respect. We do not discriminate with regard to race, religion, or culture.

We operate on a rolling basis, meaning that we review candidates and offer enrollment throughout the entire school year. Offers of enrollment are subject to space availability and candidate qualifications. As a school operating near or at full capacity in most divisions, we encourage you to apply as soon as possible. Our experienced staff are available year-round to assist you.

Prospective Students 招生对象

In accordance with the regulations set forth by the Shanghai Municipal Education Committee, HQIS may only accept families who meet the criteria in one of the three categories below:

•       Children of foreign citizen(s), including Children of Taiwan, Hong Kong and Macau resident(s).

•       Children with at least one parent holding a valid foreign passport and working visa in China.

•       Overseas-born children of Chinese citizens.

When applying, students need to exhibit English proficiency, but this can only be finalized once the student is in lessons. The language teachers use past records along with internal assessments conducted at the beginning of the school year to determine a student’s language or language-readiness skills. The HQIS teaching staff is responsible for making the final decision as to which students participate in EAL programs.

 The first step for families who are interested in joining the HQIS community is to set up a school tour. On a tour parents will see the facilities and be granted viewing of classrooms via a walkthrough. If more information is wanted a meeting with the leadership can be arranged.

**Admisisons Procedure:**

*Step 1*：*Online Application*

Applications are completed through Open Apply online at https://hqis.openapply.cn and all

requested documents below are uploaded to the system.

• 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 the application is complete, parents will be requested to pay a non-refundable 2,000

RMB application fee.

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 parents 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*

Parents will receive an acceptance letter with the tuition fees invoice together within 5 working

days after the interview, and shcool 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.

POLICY REVIEW - A representative group will review the HQIS Inclusion Policy regularly. The Senior Leadership Team will regularly review the implementation of the policy in classrooms and throughout the school

\*Was reviewed May 15th, 2021 by Leadership.