Step 1: APPLY 步骤 1：申请

Please prepare the following documents. All application forms are available online at www.stisedu.org.
请准备一下材料。所有表格均可在学校网站（www.stisedu.org ）上找到。

- ❖ Application for Enrollment Form 申请注册表格
- ❖ Copies of previous school records (past 2 years plus current school year; scans are acceptable). Copies must be translated into English. *We require original school records to be submitted for High School applicants from G9 to G12. These records (Report cards and transcripts) need to be signed, notarized (stamped) and translated if in a language other than English.
  以前学校的成绩单复印件（之前 2 年的和现学年；接受扫描文件）。所有的非英文的复印件必须翻译成英文。*我们需要 9-12 年级的申请人成绩单的原件。上述涉及到的记录（成绩单）需要签字、认证（盖章）以及翻译成英文。
- ❖ For students applying for admission to grades 9 (Semester 2) to 12, please ask your school guidance counselor to fill out the Credit Request Form.
  对于 9-12 年级的申请学生（第二学期）请让你学校辅导员填写学分申请表。
- ❖ Copy of applicant's and parents' passport and current visa (It is the family's responsibility to ensure the child has proper legal visa documents.)
  申请人和父母的护照和在华居留许可的复印件。(家长需自行为孩子办理合法签证)。
- ❖ Applicant photo x 1 (can be sent digitally.) 申请人照片一张（可以发送电子版）。
- ❖ Student Medical Form 学生体检表

Please complete and submit all the relevant forms and items to Admissions in person, by fax or email. After verifying everything is in order, we will contact you to arrange an entrance test/interview.
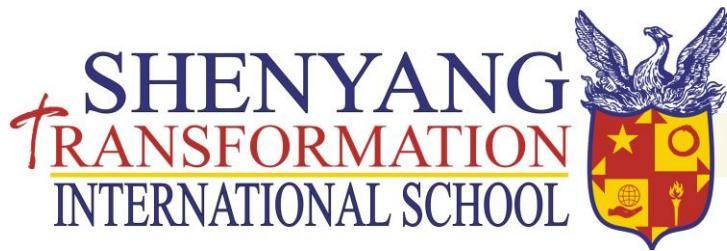请完成所有的表格和材料并提交给招生办公室(也可接收传真或电子邮件)。确认所有申请材料齐全后，我们将会与您联系安排入学考试或面试。

Step 2: ENTRANCE TEST/INTERVIEW 步骤 2：入学考试/面试

Schedule an Interview and Entrance Test: 安排预约面试和入学考试：
- ❖ Grade 1-12 entrance test and interview (about two to three hours)
  1-12 年级入学考试和面试（约 2-3 小时）

How to Prepare for My Entrance Test 如何准备入学考试
To enter STIS, applicants for Grade 1 to 12 must take an admissions test which may include one or more of the following subjects: English, writing, and mathematics. The best way to prepare for the entrance test is to get a good night's rest, eat a healthy breakfast and relax! Arriving relaxed and ready will ensure your mind is prepared to give its best. Things to Remember:

申请 **1-12** 年级的学生必须参加入学考试，入学考试包括一科或多个下列科目：英语，写作和数学。为入学考试做准备，最好的办法是有良好的睡眠，吃营养的早餐，放松心情！请按预约的考试时间准时到达。提醒您以下几点：

- ❖ Please arrive on time according to schedule.请根据预约时间准时到达。
- ❖ Bring original passports of the applicant and one parent 一位家长陪同，并携带申请人护照原件
- ❖ Bring original previous school records (past 2 years plus current school year) must be shown on the day of testing. 携带现学校成绩单原件（之前两年和现学年）必须在考试当天出示。
- ❖ Do not bring any writing materials, including pencils and papers. Those will be provided.无需准备书写材料，如铅笔、纸张等，学校会提供基础用品。
- ❖ Calculators cannot be used during the test, unless provided.考试过程中不能使用计算器，除非学校提供。
- ❖ Dictionaries or digital translators are not permitted during the test.考试过程中不能使用字典或电子词典。

Step 3: OFFER OF PLACEMENT 步骤 3：入学通知

Within 2-3 business days we will call or email you an Offer of Placement or advise as to why the applicant has not been accepted. If accepted, we will need up to one week for administrative duties to place the student in class.

在 2-3 个工作日内我们将以电话或邮件的形式向您发放录取通知，或未被录取原因。如果学生被录取，那么将在一周内安排学生正式上学。

Step 4: SUBMIT OTHER ENROLLMENT FORMS AND TUITION FEES 步骤 4：提交其他入学表格及学费缴纳

After acceptance, the following forms from the Enrollment Folder or from the STIS website (www.stisedu.org) need to be completed and returned to Student Services Office: 接到入学通知后，申请人需要将下面的所有表格提交至学生处，表格可以从学校获取或是到学校网站（www.stisedu.org）下载：

- ❖ Legal Release Form 免责声明表
- ❖ Bus Form (optional) 校车申请表（如需要）
- ❖ Medication & Allergy Form 允许用药表
- ❖ Insurance Form 保险信息表

The Finance Office will email you a payment plan. Please pay the enrollment fee and tuition according to the schedule on the payment plan. Any missing documents or incomplete payments may result in a delayed start for your child. We appreciate your cooperation in ensuring all these matters are handled in their entirety and in a timely manner.
IMPORTANT: A seat will not be held for a student until all fees are paid.
财务部会以邮件的形式给您发送付款计划。请按付款计划支付注册费和学费。如果没有提交所有表格和未完成付款可能会导致您的孩子延迟入学。非常感谢您的配合，以确保及时有效地处理所有问题。
重要提示：学校不会为学生保留位置，直到您付清所有的费用。