

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 3,000

- 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 (戶口簿) 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 (戶口簿) and Marriage Certificate
4. Mainland Travel Permit (回乡证) and Permanent ID card for Hong Kong/Macau resident(s), or Mainland
5. Travel Permit (台胞证) for Taiwan resident(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)

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 (戶口簿)
4. Personal Shanghai tax payment proof for the most recent 12 months (if neither parent holds a Shanghai
5. Household Register)
6. Travel Document (旅行证) or Exit and Entry Permit (出入境通行证), or Visa/Residence Permit; for
7. Hong Kong/Macau-born child: Mainland Travel Permit (回乡证) and Permanent ID card
8. ▲ Proof of residence in Shanghai (i.e. rental agreement or certificate of real estate ownership)
9. ▲ 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.