

To initiate the application process, please click the 'Apply Now' button on the school website ([admission.ycis-sh.com](https://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

- Online payment; or
- Cash (in RMB only); or
- Credit/bank card payment (in person only; bank service charge will apply); or
- 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)**

- Birth Certificate of the child
- Passport of the child and both parents
- ~~If the child and one parent both hold a PRC passport,~~ Household Register (户口簿) and Marriage Certificate
- ▲ Visa/Residence Permit of the child and both parents
- ▲ Alien Employment Permit of foreign parent(s)
- ▲ Proof of residence in Shanghai (i.e. rental agreement or certificate of real estate ownership)
- ▲ Business License and Employment Certification Letter from one parent's employer (see notes below)

**b. Children of Taiwan, Hong Kong and Macau Resident(s)**

- Birth Certificate of the child
- Passport of the child and both parents
- ~~If the child and one parent both hold a PRC passport,~~ Household Register (户口簿) and Marriage Certificate
- 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)
- ▲ Proof of residence in Shanghai (i.e. rental agreement or certificate of real estate ownership)
- ▲ Business License and Employment Certification Letter from one parent's employer (see notes below)

**c. Overseas-born Children of PRC Citizens**

- Notarised overseas Birth Certificate of the child, together with a Chinese translation
- Passport of the child and both parents
- Household Register (户口簿)
- Personal Shanghai tax payment proof for the most recent 12 months (if neither parent holds a Shanghai Household Register)
- 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 children: Mainland Travel Permit (回乡证) and Permanent ID card
- ▲ Proof of residence in Shanghai (i.e. rental agreement or certificate of real estate ownership)
- ▲ 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, company name, address, and telephone.