

Application Documents

- Online Application – Fully Completed
- 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 recommendation letters (scanned originals or photocopies)
- Application Fee (non-refundable) of RMB 2,500 Yuan
 - a. Cash (in RMB only); or
 - b. Credit/bank card payment (in person only; bank service charge will be added); or
 - c. Electronic/bank transfer (details in Fee Schedule)*Please indicate the passport name of the child
- One Passport-Style Photo for each child and parent (JPEG electronic version)
- Identification Documents of both the child and the parent(s)/guardian (scanned originals or photocopies)
- Foreign Passport Holders:
 - Passport
 - Beijing Working Visa (must be submitted within 90 days of starting school)
- Hong Kong, Macau and Taiwan Residents:
 - Passport
 - Permanent Identity Card
 - Mainland China Travel Permit
 - Beijing Employment Permit