



ADMISSION PROCEDURE (School Year 2023-2024)

Senior High School

<G9-G12>

Eligibility	•Applicants must be physically healthy and academically prepared.
	•Parents must understand and agree with CIS educational policy.
	•Applicants of any nationality or religion will be considered for acceptance.

Remark	•Students planning to enter grade 10 mid-year should have an appropriate report card from grade 9 and a transcript of any credit courses completed in grade 10.
	•Students wishing to enter grade 11 are required to have a verifiable grade 10 transcript for assessing transfer credits.
	•CIS cannot typically accept students entering the school in grade 12. Parents need to contact the school in advance before making an application.

Documents need to be submitted for assessment *Included in the application package.	CIS Forms	•Application for Admissions*
		•Confidential Teacher Recommendation* (send directly to CIS by post or digitally)
		•Student Health Record Form*
	Others	•Proof of birth (copy of passport or birth certificate)
		•1 Photo (3cm×4cm, Blank Background, paste on the Application for Admissions)
		•2 years of school transcript or reports, if available (if they are not in English, original as well as English translations must be submitted)
		•Proof of Payment of the 35,000 yen Application Fee (non-refundable)

Assessment	Part I: The MAP Test (Mathematics and English) and essay writing
	Part II: Family interview, the applicant and at least one English-speaking parent/guardian

Fees (2023-2024)	One-Time Enrollment Fees	Registration Fee	¥300,000
		Building Development Fee	¥600,000
	Annual	Tuition	¥2,350,000
		Building Maintenance Fee	¥250,000
		Educational Development Fee	¥150,000