



ADMISSION PROCEDURE (School Year 2023-2024)

Elementary School

<G1-G5>

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.	

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	¥2,200,000
		Building Maintenance Fee	¥250,000