



# ADMISSION PROCEDURE (School Year 2024-2025)

## Kindergarten

<K-4 and K-5>

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

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: Assessment worksheets filled out at home by the applicant
	Part II: Family interview, the applicant and at least one English-speaking parent/guardian

Fees (2024-2025)	One-Time Enrollment Fee	Registration Fee	¥300,000
	Annual	Tuition	¥2,200,000
		Building Maintenance Fee	¥250,000