



ADMISSION PROCEDURE (School Year 2023-2024)

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

		K-4	K-5	
Fees (2023-2024)	One-Time Enrollment Fees	Registration Fee	¥300,000	¥300,000
		Building Development Fee**	---	¥600,000
	Annual	Tuition	¥1,700,000	¥1,950,000
		Building Maintenance Fee	¥250,000	¥250,000

**Building Development Fee is applicable when students move on to K5. (September 2023- enrollment)