

# Instruction Sheet for Application for Admission

## Taejon Christian International School

210-1 O-Jung Dong, Daedeok Gu, Daejeon, Republic of Korea 306-010

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Please complete all information by printing in black ink. Contact the school immediately if you change or update your passport, address, telephone numbers, or e-mail. A recent color front-facing photograph, in the dimensions, given is required.

### GENERAL INFORMATION

- **Student's Passport Name** – Please print your child's full name as it appears on his/her passport. This is your child's "name of record" that is used on official documents such as the graduation diploma, college applications, SAT and IB forms and other important documents.
- **Student's Preferred First Name** – This is the name your child and you prefer that he/she is called at school, but it may not be his/her "name of record." A child whose first language is not English is not required to take an English name, but many students like to do so.
- **Ethnicity** – This is not the passport country of your child but rather from one of the following list of ethnic groups (**Please only use one from this list**): Korean-North American, Korean-Chinese, Asian-Korean, Asian-Japanese, Asian-Chinese, Asian-Other (India, Nepal, Sri Lanka, Mongolian, etc.), Caucasian-North American, Caucasian-European, African, South African, Black/African-American, or Polynesian (Filipino, Pacific Islander, etc.)
- **Sex, Age, and Date of Birth** – Please complete the information for your child at the time of this application.
- **Entering Grade** – This is the grade for which documentation is provided to verify what grade your child is to enter upon enrollment. This does not in anyway guarantee the grade of enrollment but is informational.
- **Place of Birth** – Please be specific as to city and country.
- **Student's Passport Country & Number** – Please be accurate as to number and country. You are required to submit a copy of the first two pages of the passport and foreigners must submit a copy of the Korean Alien Registration Card. Please insure your child's passport is current and will not expire within 6 months of enrollment. Any changes or updates of passports should be immediately reported to the school.
- **Home, Business, Fax & Emergency Telephone Numbers** – Please insure that these numbers are accurate and please also include the preferred mobile or cell phone numbers. The emergency telephone number should be a land line or mobile phone number where you can always be reached. Any changes of phone numbers should be immediately reported to the school.
- **E-mail** – E-mail addresses are becoming a very important line of communication, so please provide an accurate and reliable address so that we can stay in touch. Any changes of e-mail addresses should be immediately reported to the school.
- **Primary Language Spoken by the Child/Primary Language Spoken in the Home** – This information does not normally have an impact on the decision for enrollment but is important data to better serve your child. Please be honest and accurate about this information. You will also be asked to complete a Home Language Survey.
- **Student will live in the dormitory or locally** – Your child is required to live either with one or both of his/her parents in the Daejeon metropolitan area, or he/she must be enrolled in the school's boarding program. With no exceptions, you must be honest and accurate in the completion of this section. Failure to comply with the residency requirement is considered grounds for dismissal from Taejon Christian International School.
- **Does the student have a sibling(s) at TCIS?** – This information does not normally have an impact on the decision for enrollment but is important data to better serve you and your children.
- **Full Mailing Address** – Your mailing address is a very important line of communication, so please provide an accurate and reliable address so that we can stay in touch. Any changes to your address should be immediately reported to the school.
- **Guardian's/Parent's Information** – This information is a very important line of communication, so please insure it is accurate. Any changes to your address should be immediately reported to the school.
- **Marital Status of Parents** – This information does not have any impact on the decision for enrollment but is important data to better serve you and your children.
- **Religious Preference** – This information does not have any impact on the decision for enrollment but is important data to better serve you and your children.

### **EDUCATIONAL AND PERSONAL BACKGROUND**

- The answers to questions #1 to #15 on pages 2 and 3 of this application may have some bearing on enrollment but, more importantly, are asked to better serve your child. Questions #8 to #12 are extremely important information in order to properly address the needs of your child. **With no exceptions, you must be honest and accurate in the completion of this section. Falsification or withholding of any information will result in denial of admission, possible dismissal, and/or possible notification to immigration authorities.** Many of these questions, if answered “Yes,” will require some documentation including school transcripts, disciplinary reports, medical and physician’s reports, Individual Educational Plans (IEPs), and psychological reports.

### **APPLICATION AGREEMENT**

- This section of the application form provides the parent with the requirements for the Application for Admission. This includes the required documents and additional documents expected of some students. The parents will also verify that they understand what the school can and cannot be expected to deliver to their child. Parents are required to insure that they can meet their financial, informational, and legal obligations to the school.

### **PARENT/GUARDIAN PERMISSION FORM**

- This section of the application form must be signed in order to permit your child to go on school sponsored trips for everything from field trips to special off-campus activities, however, you may be asked to sign additional consent forms for special programs such as athletics or mission trips and other educational trips that leave the country. The form gives your consent for your child not only to participate but to be transported to the site of the activity. In addition, in the very unlikely event of an accident or injury where the school has done its best to provide for the safety of your child, you are asked to release the school from liability and/or fault.