



ADMISSIONS CHECKLIST

Documents Needed for Admission Application

To begin the application process, please submit the following items to the TCIS Admissions Office:

- Application form
- Copy of passport for student and parents
- Copy of alien registration card for student(s) and parents (for foreign passport holders)
- Exit & entry certificate and/or proof of three years of overseas residency (for students holding Korean passports)
- Signed consent form for personal information collection
- Application fee of 300,000 KRW per student (KB Bank 국민은행, 059637-01-000283, 대전외국인학교 TCIS)

The following additional items must be completed in full and submitted within 6 months prior to expected date of entry:

- Transcripts or report cards, in English, from the most recent three school years, including the current semester
- School report form, completed by the head of school, principal or counselor
- Teacher recommendation forms
Elementary students: one teacher recommendation
Secondary students: one English teacher and one math teacher recommendation
- Health form including health history, immunization history*, physical examination*, and TB test*
- Copy of health insurance card
- Admissions test & interview (date to be determined by the Office of Admissions)
- Signed tuition refund policy agreement
- Dorm interview, if applying for boarding (date to be determined by the Office of Admissions)
- Signed transcript request form (grades 9-12)

NOTE: All documents listed above must be current within six months.

*The noted medical forms must be signed by a physician. The physical examination & TB test results must be dated within six months and must be received prior to finalization of the admissions decision.

Forms can be downloaded from the TCIS website (www.tcis.or.kr).



ADMISSIONS FLOWCHART

