

K. International School Tokyo: Application for Provisional Enrolment

As outlined in the KIST Admissions Handbook, **native or near-native English-speaking students not currently in Japan** may apply for provisional enrolment. If granted, this will guarantee a position at the school until such time as they are able to sit for the final enrolment interview and/or assessment test. **Provisional enrolment is only available to applicants seeking admission to Grades 1 and above.** Applicants for K1 to K3, applicants who are speakers of languages other than English, as well as any applicants already in Japan, are ineligible for provisional enrolment and must follow the standard admissions process.

In order to consider an application for provisional enrolment, we require various documents and other details to assess the applicant's eligibility. These are as follows:

1. **A sample of writing** of a length which clearly demonstrates the applicant's ability as a writer. The sample should be a task completed as part of the applicant's school work. It may come from any curriculum area but should be related to subject content rather than being a narrative. An application for provisional enrolment that does not include a writing sample will not be considered.
2. **A short questionnaire** completed by the applicant's teacher to describe the conditions under which the task was written. This includes any directions given by the teacher relating to the task, and what, if any, support or conferencing was provided by the teacher or other adults. (Please refer to the separate **Provisional Enrolment Assessment Questionnaire**.)
3. **Contact details** for the applicant's teacher or school principal in case we need to contact them for further information.

Once you have gathered the necessary documents, please forward them to the KIST Admissions Office together with your **Application for Admission**. After reviewing the documents, we will notify you as to whether or not your child is eligible for provisional enrolment. Full enrolment will only be granted once the interview and test have been successfully completed upon your arrival in Japan. Provided no information comes to light that invalidates the provisional enrolment assessment, this process should be automatic. **Please check the KIST Admissions Handbook for full details regarding provisional enrolment before submitting your application.**

Applicant's name: _____
(Given name) (Family name)

I wish to apply for provisional enrolment for my child until such time as we are able to complete an on-site enrolment interview and assessment test. I have included the following information as required (Please check):

- Writing sample
 Assessment questionnaire
 Teacher/Principal's contact details (See below)

Teacher/Principal's name: _____

Teacher/Principal's e-mail: _____

Name of school: _____

School address: _____

Tel: _____ Fax: _____

School website address (If available): _____

Parent/Guardian's signature: _____ Date: ____/____/____
(e.g. Jan./1/2009)