

Application Checklist

The following items must be submitted in full to complete the application:

- SCHOOL RECORDS:** Certified copies of academic reports for 2 previous complete years are required. Verified English translations are required (with official stamp). ITBS, MAPS and ISA standardized tests results should also be submitted, as applicable.
- QUESTIONNAIRES:** A parent questionnaire is required for all applicants. A student questionnaire is required for applicants to grade 6 and above. These forms can be accessed within the online application.
- STUDENT PASSPORT:** Each applicant is required to submit a high quality copy of a valid passport for each nationality to be registered. Visa copies will also be required for all students prior to placement. Parents will be required to update expired passport copies and visas as applicable. The duty to acquire and maintain appropriate visas / passports for students is the responsibility of parents.
- STUDENT PHOTO:** In digital format, 1 high quality PASSPORT style photo appropriate for publishing member identity cards is necessary for each child (*family snap-shots will not be accepted*). Please note, student photos must be uploaded into the system in .jpg or .jpeg format only at this time with a maximum file size of 10MB.
- PARENT PHOTOS:** In digital format, 1 high quality PASSPORT style photo appropriate for publishing member identity cards is necessary for each parent / guardian (*family snap-shots will not be accepted*). Please note, parent photos must be uploaded into the system as; .doc / .docx / .pdf / .odt / .txt / .rtf / .xps files with a maximum file size of 10MB. The system cannot accept parent photos in .jpg or .jpeg format at this time.
- APPLICATION FEE PAYMENT:** A payment of USD400 is required for each application made. This fee is non-transferable and non-refundable. Payment instructions are detailed within the online application.

The following items must be submitted directly to UNIS Hanoi by the current or most recent school:

- TEACHER RECOMMENDATIONS:** The confidential recommendation must be completed by the homeroom teacher for elementary aged students. There are two confidential recommendations required for middle and high school students; one from the mathematics teacher and the other from the English teacher. Parents are requested to provide teacher contact details through the online application.
- WRITING SAMPLE:** Students applying to grades 1 through 5 must submit an unassisted English writing sample on any topic. This should be handwritten. Word processed samples are not acceptable. This should be issued by the current school directly to admissions@unishanoi.org.
- OFFICIAL HIGH SCHOOL TRANSCRIPT:** To be submitted for students entering into grade 10 and above, or for those students who have completed part of a grade 9 programme at another school. Students who are accepted before the end of an academic year must submit official transcripts for review prior to placement.
- MIDDLE AND HIGH SCHOOL STUDENT ASSESSMENTS:** All students entering into grade 6 and above are required to complete English and mathematics assessments to assist in the placement process. Students who wish to continue the study of a foreign language must also complete a relevant language assessment. UNIS Hanoi will provide instructions regarding assessments when applications are complete. Assessments may be facilitated through the current school or at the UNIS Hanoi campus for those students who are local applicants.