

WELLINGTON COLLEGE INTERNATIONAL SHANGHAI

APPLICATION CHECKLIST

Please submit all of the documents listed below to register your child. **Applications will not be processed until all documents and the application fee have been received.**

CATEGORIES

Families must meet the criteria in one of the four categories set out below as determined by the Shanghai Municipal Education Commission (SHMEC). Please choose the appropriate category and submit all relevant documentation in support of your application.

- A** Working parent is a foreign national with a Shanghai work permit
- B** Working parent is a PRC national working in Shanghai and the child is born overseas (B1) or the child is born in Hong Kong SAR, China or Macau SAR, China or Taiwan, Province of China (B2)
- C** Working parent holds a passport from Hong Kong SAR, China or Macau SAR, China or Taiwan, Province of China
- D** SHMEC waiver letter holders

Wellington College International Shanghai documents	(Please tick)			
	A	B	C	D
Completed and signed application form				
RMB 3,000 non-refundable application fee (payable in cash or by bank transfer; bank details overleaf)				
Official School Reports for the past two years in English (translated if required)				
Supporting documents for any special learning needs (if applicable)				

SHMEC Government-mandated documents	(Please tick)			
	A	B	C	D
Passport copy for pupil and both parents				
Birth certificate of the child (with notarized translation for Type B)				
Residence permit/visa issued in Shanghai for all non-PRC pupil and parents		(B1)		
Mainland Travel Permit (回乡证) and Permanent ID card (永久性居民身份证) for for Hong Kong/Macau SAR, China residents, or Mainland Travel Permit (台胞证) for Taiwan residents		(B2)		
Shanghai Hukouben (上海户口本) or 12 months Shanghai personal tax payment records (一年以上上海个人纳税清单), for at least one parent				
Shanghai work permit: Foreign Experts Certificate (外国专家证) or Alien Employment Permit (外国人就业证), for at least one parent				
Employment certification letter and business license of the company based in Shanghai*				
Proof of residence in Shanghai: Either Hukouben (上海户口本) or rental agreement or certificate of real estate ownership, for at least one parent				
Waiver letter from the Shanghai Municipal Education Commission (and such other key documents that support the waiver letter e.g. Green Cards or Permanent Resident Cards of whole family)				





NOTES

- If a family has parents with different nationalities, they can choose which application route to follow. Each family must complete all requirements of one column.
- All government documentation is required for families already living in Shanghai to start the application process.
- If a family is living overseas they must produce the residency permit and proof of residence in Shanghai within 30 days of their pupil starting at the College.
- The College requires all pupils who are foreign passport holders to have a valid long term visa to stay in China.
- Please note that the College follows the eligibility criteria set by SHMEC which may be subject to change.

* The employment certification letter is required for at least one parent and must include: employee name, date of birth and position, period of employment, registered company name, address, and telephone number. The certification letter needs to be signed by department head and stamped with company chop on letterhead.

BANK ACCOUNT DETAILS

	RMB Bank Account	USD Bank Account
Name of Bank	中国工商银行上海市世博支行	Industrial and Commercial Bank Of China, Expo Branch
Beneficiary Name	上海惠灵顿外籍人员子女学校	Wellington College International Shanghai
Bank Address		No. 12 Yao Hua Road, Pudong New Area Shanghai 200126, PRC
Bank Account Number	1001 3206 0900 6600 066	1001 3206 0914 8200 154
Swift code		ICBKCNBJSHI
Reference	Application fee for [CHILD'S NAME and YEAR GROUP]	Application fee for [CHILD'S NAME and YEAR GROUP]

Return completed form to:

Admissions

Wellington College International Shanghai
No. 1500 Yao Long Road
Pudong, Shanghai 200126

or

Email

admissions.shanghai@wellingtoncollege.cn
If there are any questions, please call us on
(+86-21) 5185-3885

