

ADMISSIONS CHECKLIST

SAS REQUIRED DOCUMENTS

Please submit the online application form first and then an admission officer will contact you to guide you through the process.

Please upload all documents listed in the applicable column(s).

The link to the online application can be found at: <https://www.saschina.org/admissions/apply>.

All recommendation form requests can be done through the online application.

SAS REQUIRED DOCUMENTS	PREK3	PREK4 - GRADE 5	GRADES 6-8	GRADES 9-12
Online Application Form	☐	☐	☐	☐
Color Digital Photos (Student and both parents - passport style)	☐	☐	☐	☐
Non-Refundable Application Fee – RMB 2800 (Upon receipt of invoice)	☐	☐	☐	☐
School report for current school year and previous two full years	☐	☐	☐	☐
Standardized test scores - NWEA MAP is the preferred test (Grades 6 to 12, SSAT, ERB, ISA, US state test or other standardized tests may be considered)	N/A	N/A	☐	☐
School recommendation form (Sent directly to SAS from current school.)		☐	☐	☐
Math recommendation form (Sent directly to SAS from current school.)		N/A	☐	☐
English recommendation form (Sent directly to SAS from current school.)			☐	☐
Family questionnaire	☐	☐	☐	☐
Educational or Emotional Support Documentation (If applicable)	☐	☐	☐	☐

ELIGIBILITY GUIDELINES

GOVERNMENT REQUIRED DOCUMENTS

Families wishing to apply at Shanghai American School must meet one of the five categories listed below. Please choose the appropriate category following the working parent and upload all relevant documentation to the online application.

CATEGORIES:

- A. Working parent foreign passport holder with work permit
- B. Both parents PRC passport holder and working in Shanghai. Student has foreign birth certificate and foreign passport.
- B2. Working parent PRC passport holder, married to non-working, non-PRC passport holder. Or PRC passport holder has foreign permanent residence permit. Student has foreign passport.
- C. Parents and student PRC passport holder with foreign permanent residence permit. Parents working in Shanghai. Hold a Shanghai Municipal Education Commission waiver letter.
- D. Working parent and student are from Hong Kong SAR, China or Macau SAR, China or Taiwan, Province of China.

GOVERNMENT REQUIRED DOCUMENTS	A	B	B2	C	D
Passport copy for student and both parents	☐	☐	☐	☐	☐
Entrance Visa and Residence Permit copies, or Exit/Entry Permit copy, or Travel Document copy for student	☐	☐	☐		
Entrance Visa and Residence Permit copy for foreign parents	☐		☐		
Permanent ID card and 通行证 or 台胞证 for student and working parent					☐
Shanghai business license copy with company chop	☐	☐	☐	☐	☐
Employment certification letter for at least one parent (This must include: employee name, date of birth and position, period of employment, registered company name, address, and telephone number. The certification letter needs be signed by department head and stamped with company chop on letterhead)	☐	☐	☐	☐	☐
Foreigner's Work Permit	☐				
Copy of proof of residence in Shanghai (Shanghai Hukouben (上海户口本), property certification or housing rental contract, or registration of temporary residence form)	☐	☐	☐	☐	☐
Evidence of relationship between parents and student (Birth Certificate, Certificate of Family Relationship or Hukouben (户口本) copy)	☐	☐	☐	☐	☐
Overseas birth certificate for student accompanied by Chinese Embassy authentication or state agency-issued apostille		☐			
Original Waiver letter from the Shanghai Municipal Education Commission				☐	
Marriage certificate if PRC passport holder married to foreign passport holder	☐		☐		

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 to SAS.

If a family is living overseas they must produce their work and residency permits and proof of residence in Shanghai within 60 days of their student starting at SAS.

SAS requires all students who are foreign passport holders to have a valid Residence Permit to stay in China. (Not required for PRC)

At least one parent must be working in Shanghai. It may be possible to make exceptions when all family members hold foreign passports.

If a foreign parent has a step-child, custody documents may be requested.

Please note that Shanghai American School follows the eligibility set by SHMEC, which may be subject to change.