

# 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Digital Photos (Student and both parents - passport style)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee – RMB 2500 (Upon receipt of invoice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School report for current school year and previous two full years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
School recommendation form (Sent directly to SAS from current school.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math recommendation form (Sent directly to SAS from current school.)		N/A	<input type="checkbox"/>	<input type="checkbox"/>
English recommendation form (Sent directly to SAS from current school.)		N/A	<input type="checkbox"/>	<input type="checkbox"/>
Student information form (Completed by student in own handwriting)		N/A	<input type="checkbox"/>	<input type="checkbox"/>
Educational or Emotional Support Documentation (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 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 are working in Shanghai.
- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Visa and Residence Permit copy for student	<input type="checkbox"/>				
Exit/Entry Permit copy for student			<input type="checkbox"/>		
Travel Document copy for student		<input type="checkbox"/>			
Entrance Visa and Residence Permit copy for foreign parents	<input type="checkbox"/>		<input type="checkbox"/>		
Permanent ID card and 通行证 or 台胞证 for student and working parent					<input type="checkbox"/>
Shanghai Hukouben (上海户口本) or more than one year of personal tax records in Shanghai (或超过一年的个人所得税记录)		<input type="checkbox"/>			
Business license copy stamped with company chop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment certification letter for at least one parent (Original hard copy) <i>(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)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreigner's Work Permit	<input type="checkbox"/>				
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of relationship between parents and student <i>(Birth Certificate, Certificate of Family Relationship or Hukouben (户口本) copy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overseas birth certificate for student accompanied by notarized translation		<input type="checkbox"/>			
Waiver letter from the Shanghai Municipal Education Commission				<input type="checkbox"/>	
Marriage certificate if PRC passport holder married to foreign passport holder	<input type="checkbox"/>		<input type="checkbox"/>		

- 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)
- It is preferred that at least one parent is 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.