

## VSGIS Admission Process

### 1. 일차 상담 및 학교방문 Make an Inquiry / VSGIS Tour

전화예약 후 상담, 방문 가능 (02-2051-3000, 서울 강남구 봉은사로 18 길 79)

### 2. 테스트 및 인터뷰 Test & Interview

- 공인시험성적표 Standardized Test Report(s) completed within the last calendar school-year
- 시험 Placement Tests (if student has not taken a standardized test in the last year, parents can check with the Admissions Office for available testing times).
- 학생/부모 인터뷰 Applicant and Parent Interview

### 3. 원서 작성, 서류 심사 Application Documents Screening

세부제출서류 Application Checklist (Applications are kept confidential.)

- 입학지원서 Application Form
- 가족소개서 Family Questionnaire
- 학생 자기소개서 Student Questionnaire & Essay
- 교장/카운슬러/선생님 추천서 (택 1)  
1 Letter of Recommendation from Principal / Counselor / English / Math Teacher
- 성적증명서 Official Academic Records
- 주민등록등본 Korean Family Registry or Copy of Passport for Non- Koreans
- 여권 사본 Copy of passport
- 동의서 (Parent Agreement, Student Declaration)

### 4. 입학결정 후 준비 서류 Process After Acceptance

- 교육비 납입 Proof of Tuition Payment
- 학생 건강보고서 Medical Form
- 예방접종 확인서 Copy of Immunization Records



## APPLICATION FOR ADMISSION

<http://vsgis.org/>

Enrollment (Year): Semester (Fall, Spring), 202\_\_  
Applying for Grade: ( )th Grade

### Student Information

Student Name	Official English name (여권 영어이름)	Student's Photo (3x4 cm)	Date of Birth	Gender
	Surname (성)      Given names (이름)		M    /    /    Y	(F/M)
	English Nick Name in class (영어이름)			
Residential Address	Nationality			
	Phone Number			
	E-mail Address			

### Current School Information

School Name		City/Country	
Address		Attended From (M/D/Y)	
Current Grade		GPA	
Has the student ever repeated a grade? 유급되었던 학년 <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, which grade?			
Has the student ever skipped a grade? 월반했던 학년 <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, which grade?			

### Family Information

Father's Name	Mother's Name		
Date of Birth      M      /      D      /      Y	Date of Birth      M      /      D      /      Y		
Occupation/Profession 직장	Occupation/Profession 직장		
Position/Title 직위	Position/Title 직위		
Mobile Phone Number 휴대전화	Mobile Phone Number 휴대전화		
E-mail Address 이메일	E-mail Address 이메일		
Student will live with: <input type="checkbox"/> Parent(s) <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____ 학생과의 거주 여부      부모님      법적 후견인      다른 사람			
Siblings 형제 관계			
Name:	Age:	Date of Birth:	Current School:
Name:	Age:	Date of Birth:	Current School:
Name:	Age:	Date of Birth:	Current School:



Has the student received any special academic, social, or emotional support (i.e.: speech therapy, learning difficulties, counseling, etc.) or had any diagnostic testing?  Yes  No

(If any, what type of support has the student received?)

(Please attach relevant reports/test results.)

### **Emergency Contact Information**

Person to be contacted in an emergency if parents are not available

비상시에 부모님께 연락이 되지 않을 경우 연락처 (2명)

Name 1:

Relationship:

Phone Number:

Mobile Phone:

Name 2:

Relationship:

Phone Number:

Mobile Phone:

**Family Photo** (아래 빈칸에 종이로 가족사진을 붙이셔도 되고, digital file 로 보내주셔도 좋습니다.)



## Family Questionnaire

<b>Name of Student</b>		<b>Date Submitted</b>	
<b>Name of Father</b>		<b>Name of Mother</b>	

아이들의 가정 환경, 훈육 방향, 자녀의 성격에 관한 것입니다. 부모님께서 작성해 주시면 됩니다.  
The following questions will give us a better understanding of your child.

<p>1. 가정생활: 어떤 분위기의 가정인지에 대해 About your family's life style, culture, environment, etc.</p>
<p>2. 훈육방법: 부모님이 가장 중요하게 여기는 자녀교육과 훈육 방법 Discipline strategies: your beliefs of child education and disciplinary practices</p>
<p>3. 자녀성격: 자녀의 성격의 특징, 장점, 개선 보완이 필요한 부분 Child's personality traits: your child's strengths, abilities, and areas of need</p>
<p>4. VSGIS 선택 이유와 기대 Reason for choosing VSGIS and your expectations of VSGIS</p>



## STUDENT QUESTIONNAIRE

<b>Name of Applicant</b>		<b>Date Submitted (MM/DD/YYYY)</b>	
<b>Current Grade/School</b>		<b>Grade for which you are applying</b>	

**In what types of extracurricular activities are you involved? (Be sure to include sports, clubs, music lessons, religious activities, etc.) Briefly explain any awards or prizes that you have received.**

**Select one person from world history whom you believe is significant. Explain the reasons for your selection.**

**Describe positions of leadership or responsibility you hold in your school or community.**

**What musical, athletic, artistic or other activities might you pursue if you come to VSGIS?**



**ESSAY FORM**

(FOR APPLICANT TO GRADE 6 AND HIGHER)

**In your own handwriting (applicant's), write a one-to-two-paragraph essay entitled "Why I Want to Attend VSGIS." Please include what you believe VSGIS can offer you as a student and what you as a student can offer to the atmosphere at VSGIS.**



## **ESSAY FORM**

(FOR APPLICANT TO GRADE 9 AND HIGHER)

**In your own handwriting (applicant's), and with your own words, write a 300-word essay in response to one of the following statements. Use reverse side if necessary.**

- 1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.**
- 2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?**
- 3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?**



## Letters of Recommendation

(Principal/Counselor, Current English/Mathematics Teacher)

Official Name / Title \_\_\_\_\_

Email / Phone \_\_\_\_\_

School \_\_\_\_\_

### Evaluation

1. How long have you known the student, and in what context?
  
2. What are the first words that come to mind to describe this student?

### Ratings

	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	Outstanding (top 5%)
Academic Achievement						
Intellectual Promise						
Quality of Writing						
Creative Thought						
Productive Discussion						
Faculty Respect						
Disciplined Habits						
Maturity						
Motivation						
Leadership						
Integrity						
Reaction to Setbacks						
Concern for Others						
Self-confidence						
Initiative						
OVERALL						

### Comments

Please provide comments that will help us differentiate this student from others including a description of academic and personal characteristics, as demonstrated in your classroom and school. Feel free to attach an additional sheet or another reference you have prepared for this student.

[ ] Please check here if you will not be sending a letter of recommendation with this form.

### Signature

\_\_\_\_\_

Please mail or email this form and accompanying documents directly to VSGIS.

- School address: 79, Bongeunsa-ro 18-gil, Gangnam-gu, Seoul, Republic of Korea 06129
- Email address: info@vsgis.org



## **Parent/Guardian Agreement**

- I declare that all particulars furnished by me on this form are true and correct.
- In my personal capacity and on behalf of the applicant in my capacity as parent/guardian I hereby agree to:
  - Accept the ethos of the school as contained in the **Mission Statement**, abide by the **Code of Conduct and School rules** and acknowledge that I have read it from the school's website and heard it from the school's admissions.
  - Acknowledge the authority of the teachers, student leaders and any other staff.
  - Pay the stipulated school fees, any bank charges, legal fees (including attorney and own client costs) and interest on any outstanding fees;
  - That the school may conduct an enquiry and/or information search about the parents/guardians with a credit information bureau, persons acting as their agents and/or credit grantors.
  - That the school may transmit details of how the parents/guardians have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purpose of making any credit risk management related decisions.
  - If parents/guardians fail to meet their school fee obligations, the school may record the Parents'/guardians' nonperformance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.
  - Notify the admissions, in writing, in the event of my child leaving the school at least 2 months' in advance or pay two months' fees in lieu of such notice. (This is for reasons other than disciplinary or financial default.)
  - In addition, I undertake to return all books and other property belonging to the school;
  - Ensure that my child attends school regularly and, should my child be absent from school for any reason, inform the school of that in writing;
  - Pay all costs incurred for damage done or losses caused by my child to school property.
- I am fully aware of the admission requirements of VSGIS as contained herein.
- I will take responsibility for ensuring that my child is adequately insured against any personal injury or related risks. I will also ensure that my child's personal belongings are adequately insured against loss. I understand and agree that the school, staff, or anyone else employed by the school, cannot be held responsible for any losses, injury or damage incurred howsoever or from whatsoever cause arising. I indemnify and hold harmless the School and staff against any claims whatsoever related to my child.
- While my child is involved in school activities, I authorize staff members to act in loco parentis, including granting consent for medical treatment in the case of an emergency, once all reasonable efforts to contact the student's parents have been made.



- I acknowledge that certain compulsory school events will take place out of normal school or extra-curricular hours, e.g. Academic Competitions and Field Trips.
- I acknowledge that school staff may random search any learner, or the property of a learner for any dangerous object, illegal drug, or tobacco, if a fair and reasonable suspicion has been established that:
  - a dangerous object, an illegal drug, or tobacco may be found on school premises or during a school activity; or
  - that one or more learners on school premises or during a school activity are in possession of a dangerous object, illegal drug, or tobacco.

In terms of the Code of Conduct for learners, the school is totally opposed to the abuse and illegal use of alcohol. Possession, use, transmission or visible evidence of unauthorized drugs, tobacco, alcohol or intoxicants of any kind is an offence that may lead to the suspension and expulsion of a learner in terms of the Act. The school will exercise its rights as set out above so as to ensure an alcohol, drug, and tobacco free environment for all learners at VSGIS.

- I acknowledge that parents/guardians are able to pay the expected fees in full according to arrangements agreed to on the Tuition Invoice, which is issued after acceptance of a learner.

202\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (year/month/date)

Name (English) & Signature

Name (English) & Signature

\_\_\_\_\_  
FATHER / MALE GUARDIAN

\_\_\_\_\_  
MOTHER / FEMALE GUARDIAN



## **Student Declaration**

I, \_\_\_\_\_, declare that it is my desire to attend VSGIS and acknowledge that I have read and understood the RULES OF THE SCHOOL, and I undertake to abide by them, or as they are amended from time to time. I understand that if I am ever in breach thereof I will be disciplined accordingly.

I also agree to abide by VSGIS CODE OF CONDUCT:

### **1. Introduction:**

I undertake to acquaint myself with the school rules and abide by them at all times, thus ensuring that the good name of the school is never brought into disrepute. I also undertake to acquaint myself with the Disciplinary Procedures that are in place at the school.

### **2. Pride in our school:**

I shall display pride in my school by:

- My manners and personal dignity;
- Constantly striving to improve my work ethic and my sporting standards;
- My neatness of dress at all times and on all occasions.

### **3. Environment for learning:**

By my actions and attitude, I shall:

- Respect every individual's right to learn;
- Take responsibility for achieving my own learning potential;
- Value and support a culture of learning by being punctual, and participating and behaving in class.

### **4. Respect and discipline:**

By being self-disciplined, I shall show respect for:

- My peers, my elders and staff members;
- The property of others;
- The race, culture and religious beliefs of others;
- My school, its traditions and rules that explained in Detention Slip, particularly about personal cell phone, tablet, and laptop use.



**5. Maintaining traditions:**

I pledge my support:

- To take an active part in preserving and maintaining the traditions of VSGIS;
- To respect the history and heritage of VSGIS.

**6. Security and Valuables and Personal Safety:**

I undertake to:

- Take accountability for my own possessions;
- Respect the possessions of others;
- Report any act of theft or vandalism;
- Assure the personal safety of my fellow students at all times.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



## 학생 건강보고서 Student Medical Report

학생이름 (Student Name) \_\_\_\_\_ 영어이름 (English Name) \_\_\_\_\_  
 생년월일 (Date of Birth) \_\_\_\_\_ 혈액형(Blood Type) \_\_\_\_\_ 현재 학년(Current Grade) \_\_\_\_\_  
 집주소 (Home Address) \_\_\_\_\_  
 집 전화번호 (Home Phone number) \_\_\_\_\_  
 어머니 전화번호 (Mother's Mobile phone) \_\_\_\_\_ (직장번호 Work Phone) \_\_\_\_\_  
 아버지 전화번호 (Father's Mobile phone) \_\_\_\_\_ (직장번호 Work Phone) \_\_\_\_\_

부모님 연락 불가능할 때 연락처 Emergency Contact Information (2명)	
이름 Name	이름 Name
학생과 관계 Relation to child	학생과 관계 Relation to child
전화번호 Phone Number	전화번호 Phone Number

귀하의 자녀는 음식이나 약품에 대한 알레르기가 있습니까? 만약 있다면 자세한 내용과 반응상태를 적어주십시오.  
 Is your child allergic to any food or medication? If yes, explain it and describe the reaction.

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귀하의 자녀가 학교생활을 하는데 있어 신체적, 심리적 건강에 관하여 학교에 알려야 할 사항이 있으면 적어 주십시오. If you need to inform VSGIS regarding any health issue (physical, mental) of your child, please specify below.

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아래의 약 복용을 허락합니다 (복용 가능한 약에 체크해 주십시오)

Permission for giving medication for minor complains: (Please check Yes or No)

	Yes	No		Yes	No
타이레놀-Tylenol : 해열제			부르펜-Ibuprofen : 해열제		
훼스탈-Festal : 소화제			백초-Digestive Herbal Syrup : 소화제		
알레그라-Allegra : 알러지 약			종합감기약-General cold medicine		
제담- Herbal cough syrup : 기침			코뚜 F-Runny nose : 콧물약		

응급상황시 부모와 연락이 안 될 경우, 학교 근처에 병원으로 후송 할 것을 허락 합니다 In the event that I cannot be reached in an emergency, I give permission for my children to receive medical treatment including transport to the most accessible hospital, as deemed necessary by school authorities

부모이름 Parent Name \_\_\_\_\_ 서명 Signature \_\_\_\_\_



Student's Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_  
Eyes: Vision R \_\_\_\_\_ Vision L \_\_\_\_\_ Glasses \_\_\_\_\_ Contacts \_\_\_\_\_

Please fill in accordingly: (○) Normal (×) Abnormal

Skin/Appearance 피부색	Neck 목
Scalp/Hair 머리색	Shoulder/Arm 어깨/팔
Eyes/Ears/Nose/Throat 눈/귀/코/목	Elbow/Forearm 팔꿈치/팔뚝
Lymph Nodes 림프절	Wrist/Hand 손목/손
Heart 심장	Hip/Thigh 엉덩이/허벅지
Pulses 맥박	Knee 무릎
Lungs 폐	Leg/Ankle 다리/발목
Abdomen 복부	Foot 발
Nutrition 영양	Back(Scoliosis) 척추측만

**Physical Limitations:**

Any restrictions to full participation in physical education classes? Yes \_\_\_ NO \_\_\_

Any restrictions to full participation in competitive athletic sports? Yes \_\_\_ NO \_\_\_

If yes, please explain

Type of Vaccine	1 <sup>st</sup> Dose M/D./Y	2 <sup>nd</sup> Dose M/D./Y	3 <sup>rd</sup> Dose M/D./Y	4 <sup>th</sup> Dose M/D./Y	5 <sup>th</sup> Dose M/D./Y
BCG (결핵)					
DTaP, DTP (디프테리아, 파상풍, 백일해)					
IPV (소아마비)					
MMR (홍역, 유행성 이하선염, 풍진)					
Hep B (간염 B)					
폐렴구균					
Varicella (수두)					
JEV (일본뇌염)					
Hib (인플루엔자)					
Meningitis (뇌수막염)					

Date of Exam \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Physician's Phone Number \_\_\_\_\_

Physician's Address \_\_\_\_\_

▪ This form is to be completed no earlier than 6 month prior to the date the student enters school.