

# 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 six 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 Alien Work Permit
- B** Working parent is a PRC national working in Shanghai. 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—Parents and child are PRC national with foreign permanent residence permit. Child has over two-year studying experience in the country where he gets the permanent
- E** Working parent is a PRC national, married to a non-working, non-PRC national, residing in Shanghai legally and child is a PRC national
- F** Parent is a PRC national and has a foreign permanent residence permit. Child is a foreign national and holds a valid residence permit issued in Shanghai

Wellington College International Shanghai documents	(Please tick)					
	A	B	C	D	E	F
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	E	F
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 Hong Kong/Macau SAR residents, or Mainland Travel Permit (台胞证) for Taiwan, Province of China 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						
Marriage certificate (if PRC national is married to a foreign national)						
Copy of valid foreign permanent residence						





## 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 Rd, 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

