



# Admissions Handbook

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2018-2019



## Welcome from the Principal

Welcome to Hanoi International School (HIS), an English medium day-school located in the heart of Hanoi, Vietnam. We are fully accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges. We are also authorized to offer the International Baccalaureate Primary Years Programme, Middle Years Programme and Diploma Programme.

Our school's teaching faculty is truly international with over 15 nationalities being represented, with the majority coming from English speaking countries. I myself am from New Zealand and I am honoured to serve in my 15th year as Principal of Hanoi International School.

We pride ourselves on being a 'family' school with a strong community spirit. As an international school we serve both the transient expatriate population as well as the local community. For students at HIS who are still acquiring English additional language support (EAL), or ESL support is provided.

We have a strong and highly supportive Parent Teachers Association (PTA) which supports the numerous cultural and social activities and events that take place throughout the year. We are proud to belong to the Mekong River International Schools Association (MRISA) through which we offer a range of inter-school sporting and cultural exchanges and tournaments through South-East Asia.

At HIS, we are very much guided by our mission statement and guiding statements defined by the IB Learner profile attributes which describe the qualities all members of our community strive to achieve. These include inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

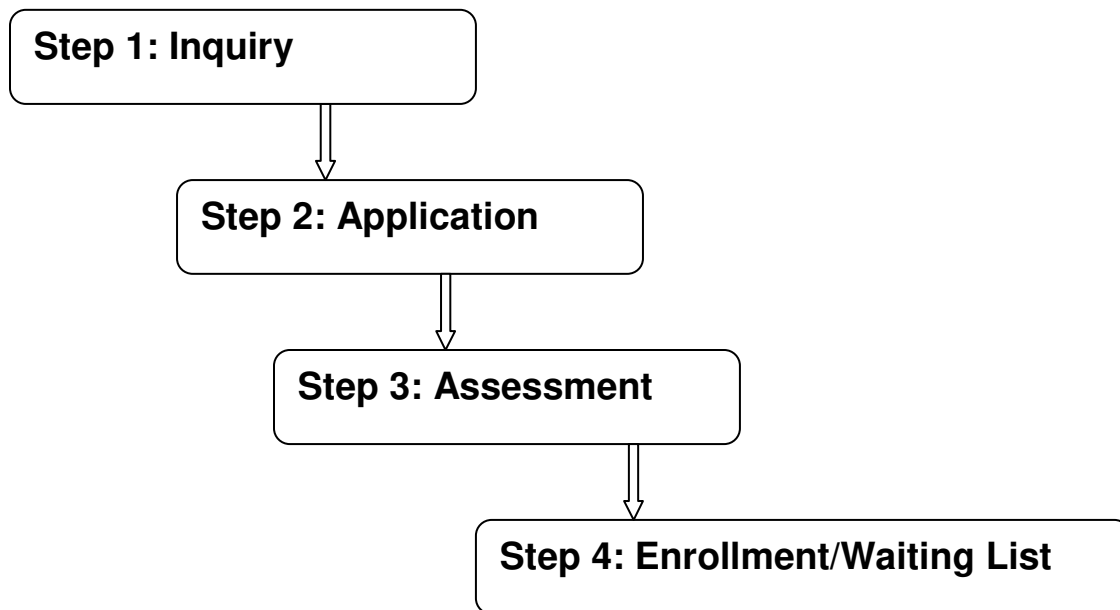
We are proud to offer a high-quality English-medium educational experience where students are offered a personalized, rigorous and caring approach to learning. Our internationally recognized academic standards allow students to access universities and colleges around the world. Our small class sizes mean we are able to provide one-to-one student support within a framework that supports a holistic approach to teaching and learning. Our school values emphasize individualized personal development within a supportive community where children truly feel very safe, comfortable and happy at our school.

**Terry Hamilton**  
Principal

# Admissions

Applications for an immediate start and for future dates can be made at any time of the year. The school year runs from mid-August to mid-June and is divided into two semesters with two quarters in each. We operate a rolling admissions process and allow students to commence their studies during all four academic quarters.

HIS uses OpenApply, an online portal which allows us to streamline all inquiries, assessments and applications. There are 4 steps in our admissions process.



## Step 1: Inquiry

In order for HIS to provide the best service possible, we recommend that you should begin the admissions process with an enquiry form to determine if your child is eligible to apply to a particular grade level. You are encouraged to send questions about support services, space availability, tuition fee or other to us. Inquiries can be made via the admissions portal on our website. Our admission team gets in touch with you in one or two working days.

## Step 2: Application

To apply to HIS, we will need you to complete the online application on the school website as well as upload necessary documents listed below:

1. Copy of student's passport
2. Copy of parent's passport
3. Passport-sized photographs (taken no later than 6 months prior to your application)
4. School transcript/report for the last two years (in English)

Please note that school documents are required for all applicants unless students have not yet attended school and are applying to the PreKinder or Kinder class. If a translated copy of a report is submitted, it must be notarized and stamped by a relevant embassy.

## Step 3: Admission Assessment

Students who require additional ELS (Extra Learning Support) or academic assessment will be given an admission assessment. Once all required documents have been submitted, the Admission Team will contact you to schedule a test for your child.

Grade PreK to Grade 5	<ul style="list-style-type: none"><li>• Entrance Mathematics Test</li><li>• Language Acquisition Test and Interview</li></ul>
Grade 6 to Grade 10	<ul style="list-style-type: none"><li>• Language Acquisition Test and Interview</li></ul>
Grade 11-Grade 12	<ul style="list-style-type: none"><li>• Language Acquisition Test and Interview</li><li>• Interview with DP Coordinator</li></ul>

### **If your child attends a test/interview, remember:**

- Bring your child's passport
- Do not bring any writing materials including pencils and paper, these will be provided.
- Calculators can not be used during the test
- Dictionaries or digital translators are not permitted in the test

You will be charged a one-time (non-refundable) application fee of 4,500,000vnd per child. You can arrange the payment by cash or bank transfer.

**Bank Name:** BIDV, Hai Ba Trung Branch  
**Bank Address:** No9 Dao Duy Anh St., Dong Da Dist., Hanoi, Vietnam  
**Account Name:** Hanoi International School  
**Account Number:** 12110006658888 (VND)  
12110370055555 (USD)  
**Swift Code:** BIDVNVX

## **Step 4: Enrollment/Waiting List**

When a student is accepted into a grade, an offer of placement, signed by the Principal, will be sent to the parents. Please note that an offer of placement is NOT enrollment. Enrollment includes requirements such as arranging the acceptance fee, selection of payment options for tuition and fees, submitting the admission agreement, medical form and your contact details for Vietnam. Any missing documents or incomplete payment may result in a delayed start for your child. The time needed for processing your application will depend on the time of the year for which you are applying, as well as the grade and section you are applying for. You will be informed as soon as possible about the school's decision. In the meantime, you can, of course, contact the Admissions team at any time in case of further questions.

When seats are limited, students may be placed on a waiting list. Please note: A place on the waiting list does not guarantee placement at HIS. Length of time on the waiting list will vary depending on the number of places available.

Please be aware that we are going to offer placements for students applying to August in May.

## **Admissions Contacts**

**Office Address** No 48 Lieu Giai Street, Ba Dinh District, Hanoi  
**Office Hours:** Monday to Friday 8:00am – 4:30pm  
**Phone:** +84 2438327379  
**Fax:** +84 2437624184  
**Email:** mainoffice@hisvietnam.com



## HANOI INTERNATIONAL SCHOOL CUTOFF DATES FOR 2018-2019

Date of Birth	IB World School	Grade Level in School Year 2018-2019	Age
1 September 2013 – 31 August 2014	IB-Primary Years Program	Pre Kinder	4
1 September 2012 – 31 August 2013		Kinder	5
1 September 2011 – 31 August 2012		Grade 1	6
1 September 2010 – 31 August 2011		Grade 2	7
1 September 2009 – 31 August 2010		Grade 3	8
1 September 2008 – 31 August 2009		Grade 4	9
1 September 2007 – 31 August 2008		Grade 5	10
1 September 2006 – 31 August 2007	IB-Middle Years Program	Grade 6	11
1 September 2005 – 31 August 2006		Grade 7	12
1 September 2004 – 31 August 2005		Grade 8	13
1 September 2003 – 31 August 2004		Grade 9	14
1 September 2002 – 31 August 2003		Grade 10	15
1 September 2001 – 31 August 2002	IB-Diploma Program	Grade 11	16
1 September 2000 – 31 August 2001		Grade 12	17