



ST. MARY'S INTERNATIONAL SCHOOL
1-6-19, Seta, Setagaya-ku Tokyo 158-8668 Japan
Tel. +81-3-3709-3411 Fax. +81-3-3707-1950

APPLICATION PROCEDURES

Please send the forms and other necessary documents to:

Admissions Office
St. Mary's International School
1-6-19, Seta, Setagaya-ku
Tokyo, 158-8668
Japan

1. Please fill out and send Form 1 and Form 2.

- Form 1 APPLICATION FORM
- Form 2 CONFIDENTIAL INFORMATION FORM

Applicants to Grade 6 - In order to be considered for an interview, we strongly prefer that the applicants have had at least one year in a school where the main language of instruction is English. However, we are willing to receive all the applications of any student wishing to enter Grade 6, on the understanding that language ability will be one important factor in any decision.

Applicants to Grades 7 and above - In order to be considered for an interview, applicants to Grades 7 and above must have studied for at least 2 full school years in a school where the main language of instruction is English. These 2 years of English language schooling must have taken place within the previous 3 years.

2. Please send the following items with Form 1 and Form 2.

- A recent **applicant's photo** (to be attached to Form 1)
- Previous **school records** for at least the past two years
- A copy of applicant's **birth certificate** or **passport** page with his birthday on it
- A recent **family photo**

3. Have your son's current school records sent in as well as the following teachers' recommendations.

- Form 3 RECORDS RELEASE FORM
to be filled out and submitted to your son's current school along with:
- Form 4 KINDERGARTEN TEACHER'S RECOMMENDATION
for **Applicants to RP and Grade 1**
- Form 5 ELEMENTARY SCHOOL TEACHER'S RECOMMENDATION
for **Applicants to Grades 2 to 5**
- Form 6 ENGLISH TEACHER'S RECOMMENDATION
for **Applicants to Grades 6 to 8**
- Form 7 MATHEMATICS TEACHER'S RECOMMENDATION
for **Applicants to Grades 6 to 8**

The above teacher recommendation(s) – as they apply to your son's grade level, as well as the previous and current school records, are required for the interview and screening test, and should be sent by your son's school directly to St. Mary's Admissions Office.

4. Upon submission of ALL the requirements listed above, please call the admissions office to arrange for the interview with the respective principal and screening test.

Please Turn Over

5. Once your son is accepted into St. Mary's, please present the following forms.

- Form 8 HEALTH RECORD FORM
- Form 9 STUDENT ID CARD APPLICATION FORM
- Form 10 SCHOOL BUS APPLICATION FORM (when applicable)
- FINAL SCHOOL REPORT** for the current school year

6. Send the registration fee payment upon receipt of invoice from the school accounting office.