



# UIA International School of Tokyo

## Application for Admission 2023 – 2024

Date of Application: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Attach recent ID photograph of applicant here.

Attach recent ID photograph of father here.

Attach recent ID photograph of mother here.

### Section 1 – Applicant Information

Please refer to year & class placement at the following link: <https://www.uia.jp/class-placement-2/>

Kindergarten	<input type="checkbox"/> Cubs (1st year KG)	<input type="checkbox"/> Pandacorns (2nd year KG)	<input type="checkbox"/> Dolphins (3rd year KG)		
Primary	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 5
Secondary	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 8		
IGCSE	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10			
A-Level	<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12			

For students enrolling in Primary, Secondary or IGCSE:

Elective 1: G1 to G10	<input type="checkbox"/> Japanese	<input type="checkbox"/> Hindi	<input type="checkbox"/> Kokugo	<input type="checkbox"/> French
Elective 2: G6 to G8	<input type="checkbox"/> ICT	<input type="checkbox"/> Music	<input type="checkbox"/> Art & Design	

*\*Selection of the elective subjects does not guarantee a seat to the applicant. It will depend on available vacancies at the time of confirmation of admission.*

Name	Given		Last	
Date of Birth	dd/mm/yyyy			
Age	Current		As of 1st April, 2023	
Home Phone				
Email of Student	If any available			
Address				
Post Code				
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
Nationality				
Mother Tongue	Language spoken at home			



## Section 2 – Parent Information

### Father

<i>Name</i>	
<i>Profession</i>	
<i>Company Name</i>	
<i>Office No.</i>	
<i>Residence No.</i>	
<i>Mobile</i>	
<i>Email</i>	
<i>Address</i>	

### Mother

<i>Name</i>	
<i>Profession</i>	
<i>Company Name</i>	
<i>Office No.</i>	
<i>Residence No.</i>	
<i>Mobile</i>	
<i>Email</i>	
<i>Address</i>	



### Section 3 – Academic Background

Please list all schools attended. *Most recent school first.*

Name of School	Start Date	Grade	Finish Date	Grade	Language of Instruction	Location

### Sibling Information

Check here if no siblings.

Name	Gender	Age	Current School	Grade	Intention to enroll at UIA International School of Tokyo			If yes, which year?
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	



## Section 4 – General Information

- 1) Did you visit the school before applying?  
 Yes  No

If yes, on what occasions? \_\_\_\_\_

- 2) Have you ever applied to UIA International School of Tokyo for this child before?  
 Yes  No

If yes, for what school year and class? \_\_\_\_\_

- 3) If you received an offer of enrollment for this child on a previous occasion but chose not to accept the offer. Please explain why?  
\_\_\_\_\_

- 4) Does your child currently live in Japan?  
 Yes  No

- 5) How long do you intend to stay in Japan?  
\_\_\_\_\_

- 6) Are you applying to other schools for the same year?  
 Yes  No

- 7) Has your child ever repeated a year of schooling?  
 Yes  No

If yes, please explain: \_\_\_\_\_

- 8) Has your child ever been suspended or expelled from school?  
 Yes  No

If yes, please provide details: \_\_\_\_\_

- 9) If your child is currently enrolled at another school in Tokyo or a neighboring prefecture, please explain the reason for your application.  
\_\_\_\_\_

- 10) How else would you be able to support the school? Please check (☑) as appropriate.  
 Donation  Translation  
 Class Parent  Help on School Outdoor Events  
 Other (please specify) \_\_\_\_\_

- 11) Where did you hear about UIA International School of Tokyo?  
 Current UIA student/parent (please specify) Referral: \_\_\_\_\_  
 Internet search  Another friend/colleague  
 Social Media  Relocation company  
 Other (please specify) \_\_\_\_\_

- 12) Bus Service Request  
 Yes  No

If yes:

- One way  Two ways



## Section 5 – Health Assessment Report

1) Has your child been seen by a provider for any health, weight, development or behavior concerns?

Yes

No

*If yes, please provide complete details:*

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2) Does your child have any allergies?

Yes

No

*If yes, please provide complete details:*

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3) Does your child have any specific food restrictions?

Yes

No

*If yes, please provide complete details:*

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4) Are you concerned about your child’s cognitive/social development or behavior or has your child been diagnosed with cognitive/social development or behavior?

Yes

No

*If yes, please provide complete details, along with details from a professional consultant:*

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## Section 6 – Application Questionnaire

*To be filled by parent/guardian child’s feedback.*

Personal Qualities	Rarely	Sometimes	Usually	Always
<i>Accepts/Responds to adult direction</i>				
<i>Shows adaptability/flexibility</i>				
<i>Displays self-confidence</i>				
<i>Shows attentiveness/focus</i>				
<i>Demonstrates consideration for others</i>				
<i>Exhibits self-control</i>				
<i>Acts independently</i>				
<i>Shows responsibility</i>				
<i>Accepts others with differences</i>				



# Section 7 – Parent/Guardian’s Agreement

Applicant’s Name \_\_\_\_\_

*Given Name*

*Family Name*

Please read the following statements and indicate your understanding and agreement.

- ❖ I certify that the information I have provided in this application is complete, true, and correct in every particular. Furthermore, I certify that I have disclosed all required information about my child.
- ❖ I understand that providing false or misleading information or not including all relevant information will result in the withdrawal of any offer of enrollment to my child before or after enrollment and the commencement of classes.
- ❖ I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, it may be impossible to process my application.
- ❖ I consent and authorize UIA International School of Tokyo to contact teachers, counselors and/or administrators at current or previously enrolled schools to request further information if necessary, to facilitate verification of my application.
- ❖ I understand that my application will undergo a screening process and that I will not be invited to attend an interview and test if unsuccessful at screening.
- ❖ I understand that UIA International School of Tokyo, as per policy will not provide details OR enter any discussion with the parent as to how the application procedures were carried to arrive at the outcome of the application.
- ❖ I understand that the school may ask my child to undergo certain medical / psychological examination if required.
- ❖ I have read UIA International School of Tokyo’s refund policy and understand that the Application Fee is non-refundable regardless of the result of my application.
- ❖ I understand that the school may reevaluate my child at any time to determine whether he/she requires additional academic assistance. I also understand that in the event that my child requires such additional assistance, that additional enrollment criteria may be assessed by the school in order for my child to maintain their enrollment.
- ❖ I have read the Admissions Handbook in compliance with (1) Academic Planner (2) Fee Policy (3) Year Class Placement and agree to adhere to the rules and procedures outlined and to comply with the payment schedule as determined by the school.

*Father’s/Guardian’s Name*

*Date*

\_\_\_\_\_

*Mother’s/Guardian’s Name*

*Date*

\_\_\_\_\_

*Signature Father/Guardian*

*Signature Mother/Guardian*

\_\_\_\_\_

\_\_\_\_\_

## Section 8 – Application Checklist

Each application must include:

- Application for Admission
- Recent passport-sized photograph.  
*Applicant and parents photo with white background. Paste on the application form*
- Admission Fee  
¥11,000 – to be submitted with the application in cash on the day of the assessment; exact change to be rendered
- Proof of Date of Birth  
*e.g.: copy of birth certificate or passport*
- A copy of parent's and applicant's residence card  
*In the case of Japanese citizens: copy of parent's driving license*
- A copy of insurance card of the applicant
- School reports  
*Applications for grades Pandacorns (K2) and above: copy of grades for previous 2 years and most recent report card*
- Transfer Certificate and conduct certificate  
*Applications for grades Pandacorns (K2) and above: from applicant's previous school*
- Letter of recommendation from current teacher  
*For admissions in grades Pandacorns (K2) and above*
- For Kindergarten students: health check certificate, issued within 4 months before joining
- For all students: Student Health History Form
- Medical report (if any), any medical history that the school should be aware of

## Section 9 – Application Conditions

1. It is the responsibility of applicants to ensure that all required documents are received by the school. Applications will not be screened until all documents (as listed above) and the Application Fee have been received.
2. No items (including photographs) submitted as part of an application will be returned. Please bring original documents for attestation.
3. All application forms must be written clearly and legibly in English only. UIA International School of Tokyo will not be held responsible for any miscommunications due to errors or unclear contact details.
4. All school reports must be in English. Translations must be provided where necessary. These must be arranged by the parents/ guardian of the applicant.
5. Applications need to be emailed to [admissions@uia.jp](mailto:admissions@uia.jp), be submitted by post/courier, or delivered in person (appointment required). Submission by fax is not accepted.



## Consent Forms

To be signed by the parent/guardian during the meeting with the UIA International School of Tokyo Official

### Clause 1 – PICK-UP PERMISSION CONSENT FORM

**Kindergarten Student:** Must be picked up by an adult (Parent or Legal Guardian)

**Primary Student:** Must be picked up by an adult (Parent or Legal Guardian), unless a Parent or Guardian has signed a permission slip or letter allowing the child to take the bus or leave on his/her own.

Name of Child: \_\_\_\_\_

Grade: \_\_\_\_\_

Please check the appropriate box:

- My child uses the school bus and will be picked up by an adult (Parent or Legal Guardian).
- My child uses the school bus and will leave the bus on his or her own.
- I do not give my child permission to leave school on his or her own. My child must wait with the teacher until picked up by an adult (parent or guardian).

*If the waiting time goes beyond a permissible limit, the child will be enrolled in after care for the day for which the parent will be charged a fee as applicable.*

- I give my child permission to leave school with an older child.  
Name of older child: \_\_\_\_\_  
Age: \_\_\_\_\_  
Relation to child: \_\_\_\_\_

- I give my child permission to leave school on his or her own.

*I understand that by giving my child permission to leave School either on his or her own or with the designated older child, I am taking responsibility for the safety and well-being of my child after leaving school premises.*

### Clause 2 – PRIVACY POLICY & SOCIAL MEDIA CONSENT FORM

I hereby agree to the privacy policy of the school and promise to abide by the rules as specified in the privacy policy.

I consent to having UIA International School of Tokyo collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and email addresses, behavioral, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration. I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of UIA International School of Tokyo:

- (1) For the purpose of establishing, maintaining and terminating the student's or parent's relationship with UIA International School of Tokyo.
- (2) For additional purposes identified when or before personal information is collected.
- (3) As otherwise provided in UIA International School of Tokyo's Personal Information Privacy Policy, a copy of which is available on request.

I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of UIA International School of Tokyo. I consent to the sharing of my contact details with other parents of UIA International School of Tokyo for the purpose of any school-related activities.

I hereby agree to use the contact details of parents and students of UIA International School of Tokyo in accordance with the privacy policy of UIA International School of Tokyo. I hereby agree to the social media policy of the school and promise to abide by the rules as specified in the social media policy. I have read and understood the social media policy.

### Clause 3 – USE OF CHILD PHOTOS CONSENT FORM

I hereby agree to permit UIA International School of Tokyo to take photographs of my child during school activities for the purpose of educating students, promoting the school, or promoting public education. The school may publish photographs of my child and/or samples of work done by my child in a variety of ways. The publications could include, but are not limited to, school newsletters (online and in hard copy), UIA International School of Tokyo's Internet and Intranet websites, content-sharing websites such as Facebook or YouTube, annual school magazines and local newspapers. Published photographs and work will be viewable by third parties.

We agree to the following:

- (1) The school may publish photographs of my child and samples of my child's work as many times as it needs in the ways mentioned above.
- (2) The child's photograph may be reproduced either in color or in black and white.
- (3) The school will not use my child's photograph or samples of my child's work for any purpose other than for the education of students, or for the general promotion of public education and the school.

Any photographs taken by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of my child, UIA International School of Tokyo cannot guarantee that my child will not be able to be identified from the photograph or work.





### Clause 4 – PARTICIPATION IN PHYSICAL EDUCATION, SPORT FIXTURES, AND EXTRA-CURRICULAR ACTIVITIES CONSENT FORM

At UIA International School of Tokyo, we are pleased to be able to offer a wide range of extra-curricular physical education activities and sporting opportunities for your children in order to provide a more well-rounded education and personal development. This may include travel by school bus or coach to offsite functions (e.g. competitions).

We do not wish to overburden you with continuous paperwork to ask you for permission to allow your child to take part. Therefore, we are asking you to complete the form below to cover your child's time at UIA International School of Tokyo.

This form will then act as general consent for your child to take part in extracurricular sporting events and other activities of a low risk nature in and out of school. For certain visits, competitions, and activities taking place during the school day, and for activities that are considered a higher risk (outdoor bounds activities, for example) specific information and permission letters will still be issued. Please be assured that all relevant risk assessments will be carried out by the school.

Please ensure that you contact the school should the emergency contact numbers or medical conditions change during the school year. Please also make sure that your child carries any relevant medication with them when attending functions or clubs.

**Agree**

I give permission for my child to take part in extra-curricular physical education activities and functions as required during their time at UIA, I will inform the school of any changes to emergency contact numbers or medical conditions regarding my child. I will also ensure that my child carries any relevant medication with them to functions and clubs.

Emergency Contact Numbers \_\_\_\_\_

Medical Conditions (If applicable) \_\_\_\_\_

**Disagree**

I understand that my child will be using the library during any periods during which other children are partaking in outdoor activities.

Sign \_\_\_\_\_

### Clause 5 – BREACH OF SCHOOL RULES AND POLICIES

At UIA International School of Tokyo, we believe both the school and the parents/guardians are responsible for their children's education. A close working relationship between the parents and school ensures the best outcome of children education and welfare. In case of any breach of any rules defined by school, the school will discuss with the parent and in some cases may initiate appropriate action, including termination, by notifying the parent by email. The school reserves the right to implement new rules at any given time based on the needs of the school or the students due to any factor. Any changes to the policy will be notified to parents in an email.

We have read the above clauses No. 1, 2, 3, 4 & 5, and understood them and give our consent to comply to the rules and regulations mentioned in the clauses. We also agree to the admission contract terms and conditions mentioned in the Admissions Handbook along with (1) Academic Planner (2) Fee Policy (3) Year End Class Placement.

Date \_\_\_\_\_

Name of the Child \_\_\_\_\_

Name of the Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

UIA International School of Tokyo  
Tel: 03-5646-5280  
Email: info@uia.jp