

KIST Application for Provisional Enrollment

As outlined in the **KIST Admissions Handbook**, native or near-native English-speaking students not currently in Japan may apply for provisional enrollment. Although a final decision on enrollment cannot be made until you have completed our on-site interview and testing procedures, if provisional enrollment is granted, this will allow you to reserve a seat for your child until you arrive. **Provisional enrollment is only available to applicants seeking admission to Grades 1 and above.** Applicants for K1 to K3, applicants who are speakers of languages other than English, as well as any applicants already in Japan, are ineligible for provisional enrollment and must follow the standard admissions process.

In order to consider an application for provisional enrollment, we require various documents and other details to assess the applicant's eligibility as follows:

1. A **sample of writing in English** of a length which clearly demonstrates the applicant's ability as a writer. The sample should be a task completed as part of the applicant's school work. It may come from any curriculum area but should be related to subject content rather than being a narrative.
2. A **Provisional Enrollment Writing Sample Questionnaire** (available separately) completed by the applicant's teacher to describe the conditions under which the task was written. This includes any directions given by the teacher relating to the task, and what, if any, support or conferencing was provided.
3. A **Mathematics Recommendation Form** (available separately) completed by the applicant's current or most recent mathematics teacher. Different forms are available for applications for Grades 1 to 5, Grades 6 to 8 and Grades 9 to 12. Please be sure to complete the correct form.
4. **Contact details** for the applicant's teacher or school principal in case we need to contact them for further information.

Once you have gathered the necessary documents, please forward them to the KIST Admissions Office together with your **Application for Admission**. After reviewing the documents, we will notify you as to whether or not your child is eligible for provisional enrollment. Full enrolment will only be granted once the interview and test have been successfully completed upon your arrival in Japan. **Please check the KIST Admissions Handbook for full details regarding provisional enrollment before submitting your application.**

Applicant's name: _____
(Given name/s) (Family name/s)

I wish to apply for provisional enrollment for my child until such time as we are able to complete the on-site interview and testing procedures. I understand that even if provisional enrollment is granted, this does not guarantee final enrollment. I have included the following information as required (Please tick the boxes below):

- English writing sample
 Provisional Enrollment Writing Sample Questionnaire (as completed by my child's teacher)
 Mathematics Recommendation Form (as completed by my child's mathematics teacher)
 Teacher/Principal's contact details (See below)

Teacher/Principal's name: _____

Teacher/Principal's e-mail: _____

Name of school: _____

School address: _____

Tel: _____ Fax: _____

Website: _____

Parent/Guardian's signature: _____ Date: _____
(e.g. Jan./1/2000)