Suzhou Singapore International School
苏州新加坡外籍人员子女学校

ADMISSIONS

APPLICATION GUIDE

2026-2027 SCHOOL YEAR

SSIS ADMISSIONS OFFICE

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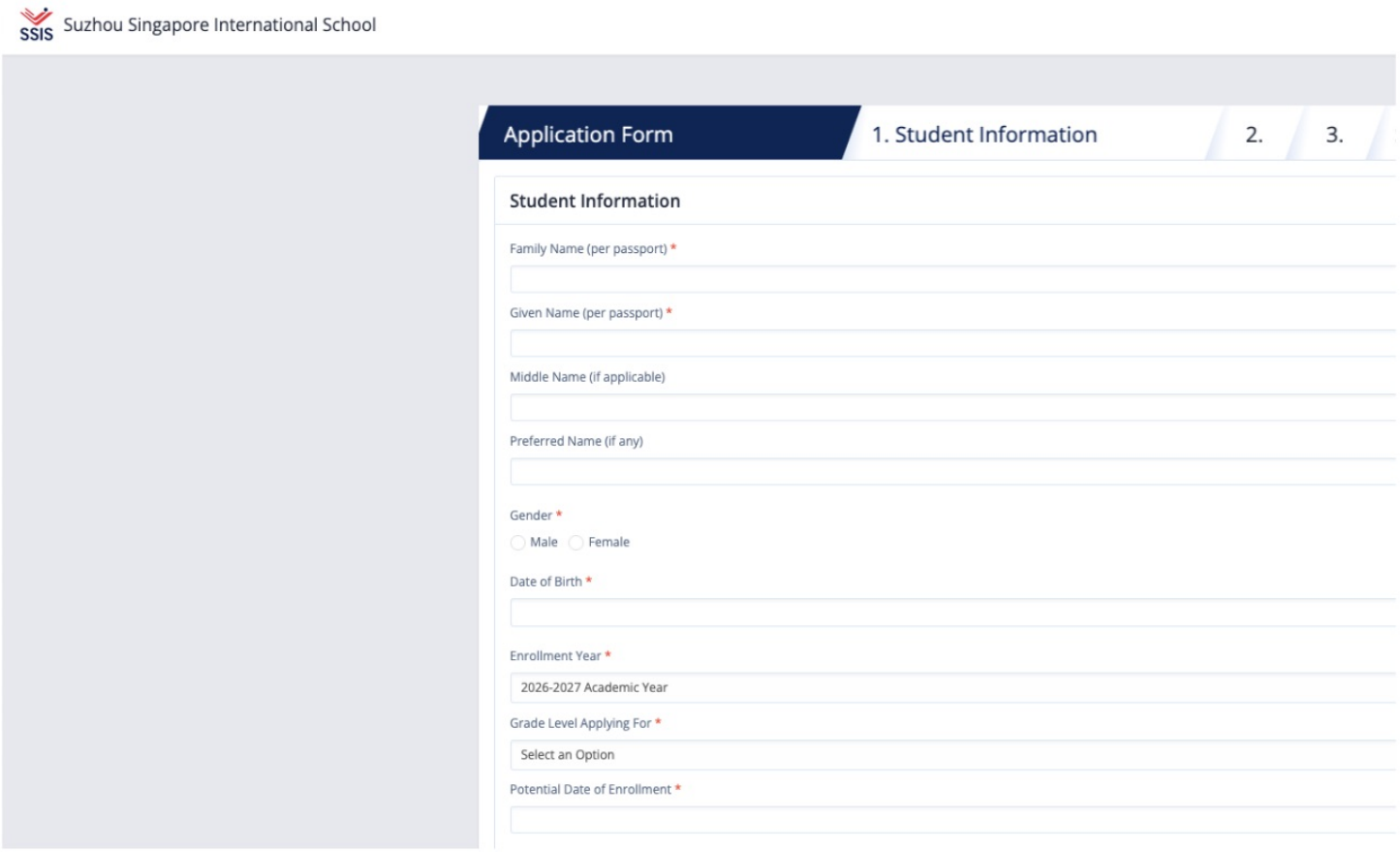
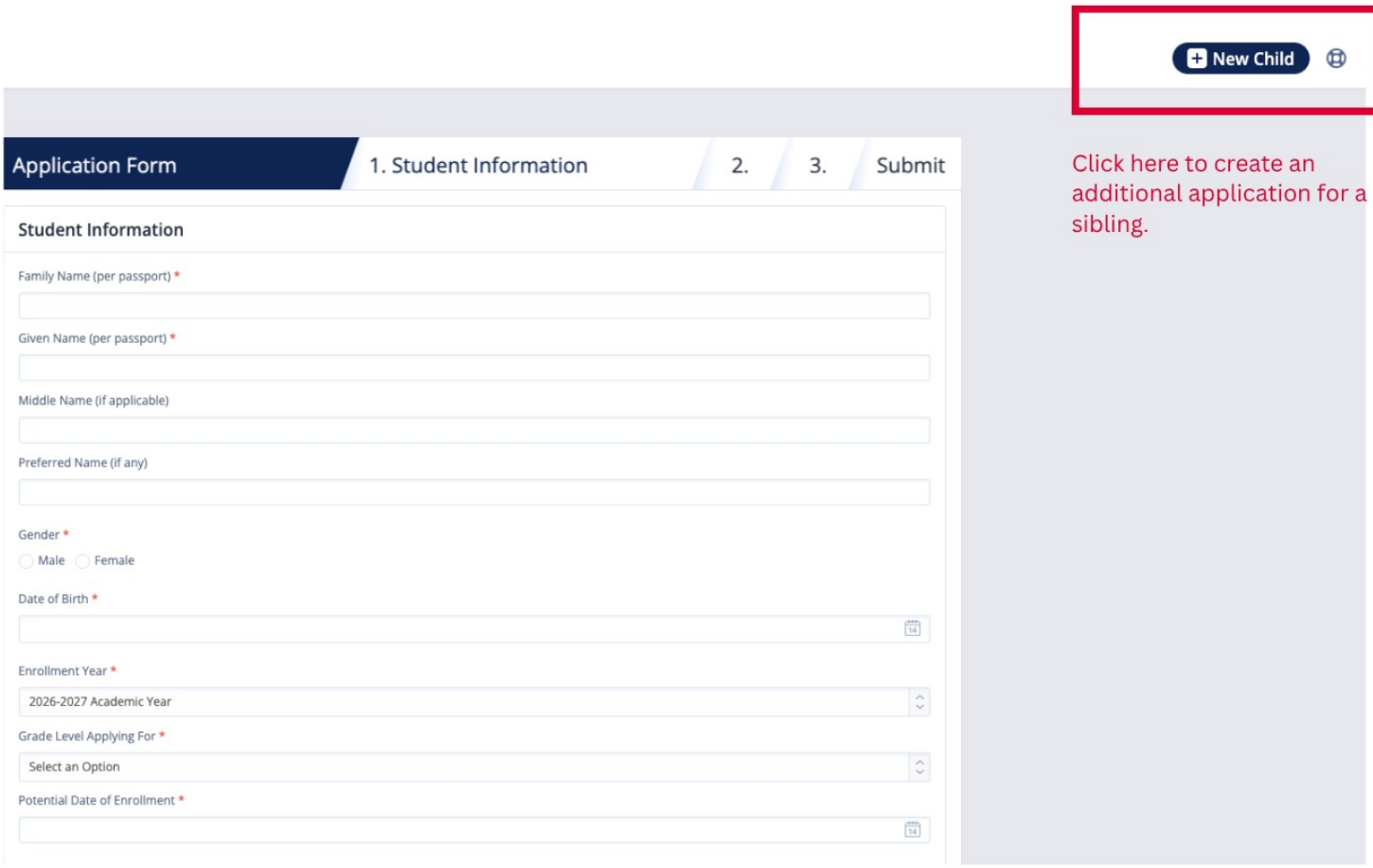


SSIS ADMISSIONS Account Set-up

Complete:
Online Application Form

Getting started is simple! To fill out the fields in the Application section of **our website.** The information you provide sets up your account and your child's application in our admissions portal. It also triggers an email to you that will help you access your child's application in the portal.

STEP 1 APPLICATION FORM



Click here to create an additional application for a sibling.

Utilize:
SSIS Admissions Portal Account

Next, you'll find yourself in your **admissions portal** account. You can view you child's application and add "**New Child**" if more than one child is applying for SSIS.

Once your application form is successfully submitted, you will receive an email from the admissions office confirming receipt of your application form and reminding you for the supporting documents you need to provide.

STEP 2 APPLICATION CHECKLIST

APPLICATION CHECKLIST

Application Form	☐
Passports	
A Copy of the Student's Passport	☐
A Copy of the Parent/Guardian Passport (1)	☐
A Copy of the Parent/Guardian Passport (2)	☐
Visas	
A Copy of the Student's Chinese Visa	☐
A Copy of the Parent/Guardian Visa (1)	☐
A Copy of the Parent/Guardian Visa (2)	☐
Records	
A Copy of the Student's Current and Previous Two Years Academic Records	☐
A Copy of the Student's Vaccination Record	☐
Supporting Documentation (educational/psychological testing if applicable)	☐
Photos	
A Passport Photo of the Student	☐
A Passport Photo of the Parent/Guardian (1)	☐
A Passport Photo of the Parent/Guardian (2)	☐
Signed copy of the SSIS Enrollment Agreement	☐
Payment of Non-Refundable Application Fee of RMB 2,500	☐

Upload:
Supporting Application Documents

You will be asked to provide supporting documents such as passport copies, visa copies, the current and previous 2 years' academic records, vaccination records, digital headshot photos, and the enrollment agreement for your child(ren).

If your child has received or is receiving learning support services, please contact us, before paying the non-refundable application fee.

All documents are required to provide in English.

STEP 3 APPLICATION PAYMENT

Suzhou Singapore International School

Compassionate.
Principled.
Inspiring.

US Dollars (Outside China)	RMB (inside China)	Cash (RMB only)
Correspondent Bank:JPMorgan Chase Bank, N.A. Swift Code: CHASUS33 ABA Num: 199253151 Intermediary Bank: DBS Bank (China) Ltd., Shanghai Branch Swift Code: DBSSCNSH Beneficiary: DBS Bank (China) Limited., Suzhou Branch Swift Code: DBSSCNSHSUU Beneficiary: Account No: 5460024680000075 Payee: Suzhou Singapore International School	Payee: Suzhou Singapore International School 户名：苏州新加坡外籍人员子女学校 Account No: 322 019 888 360 515 316 64 账号：322 019 888 360 515 316 64 Bank Name: China Construction Bank, Suzhou Industrial Park Subbranch 开户行：中国建设银行苏州工业园区支行	RMB can be paid directly to the school finance office. Please visit our Cashier with your student details to make payment.

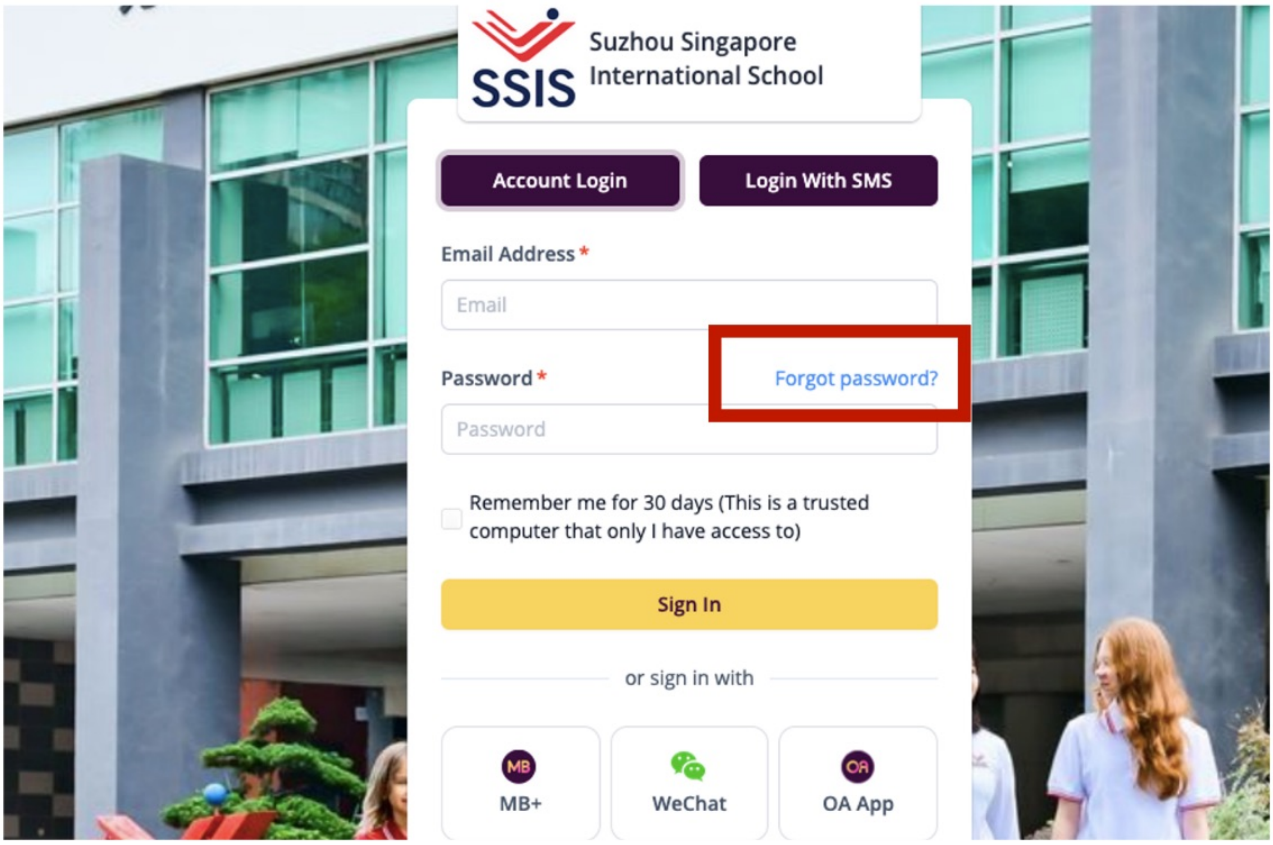
Complete: Application Fee Payment

Per Applicant: 2500 RMB

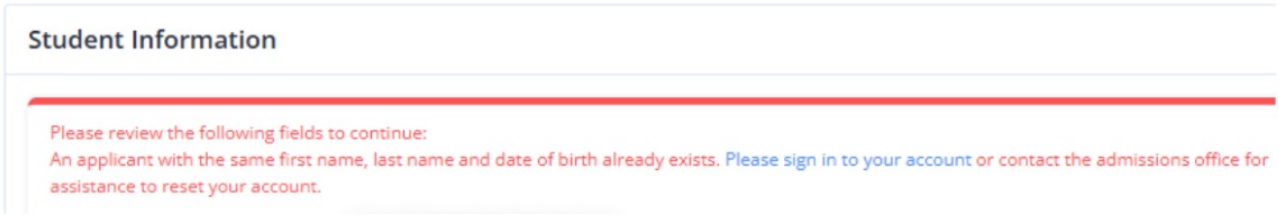
You can make the payment via **Bank Transfer** or **Cash to the Cashier**.

If you are transferring the fees from overseas, please use the school's US dollar bank account information and the **real-time exchange rate** provided by the bank you transfer from.

Please upload your bank transfer remittance under the **Application Fee Item** of your **Application Checklist** so that the school finance team can verify your payment status and issue the tax invoice accordingly.



Re-Set:
Your Password of the Admissions Portal



When you enter your child's name, if the system displays " An applicant with the same first name, last name and date of birth already exists. Please sign in to your account or contact the admissions office for assistance to reset your account " - this message indicates that you have previously visited SSIS or attended the SSIS admissions events.

In this case, you may need to reset your password in order to activate your admissions account.

Please click the "**Forgot Password**" to reset your admissions account, then go to the **Application** section to begin your application process.

SUZHOU SINGAPORE INTERNATIONAL SCHOOL

SSIS ADMISSIONS OFFICE

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