

## Admission Policy

(Dec 2017)

Applicants are admitted based on the student's ability to succeed socially and academically. They must be committed to our program and prove that they are hard-working and focused learners. Parents/legal guardians are expected to support and be involved in their children's education. However, the student is responsible for putting forth the effort to meet the school's academic expectations.

Applications for admission are accepted throughout the year. An Admission Committee evaluates the application of the prospective student. Admission and year level placement will be based on academic evaluations and assessments, German/English proficiency, age, previous school records, the student interview(s), teacher recommendations, and any diagnostic testing that will help the Admissions Committee to understand any special learning needs the applicant may have. The final decision to offer a place to a student is taken by the Head of School.

### **Entry Age**

- Nursery: 1,5 years of age
- Kindergarten: 3 years of age
- Preschool: 5 years of age by 15 August
- First grade: 6 years of age by 15th of August or special decision by the Head of School
- IB Diploma Programme (16-19 years)

### **Requirements**

#### → **K-12**

- adequate degree of motor, cognitive and affective development necessary to succeed in the level applied for (cf. special educational needs policy, if applicable)
- Adequate language level in their mother tongue and/ or German, English (cf. Language Policy)
- must fulfil the formal requirements for temporary or permanent residency in Vietnam

#### → **Nursery, Kindergarten, Preschool**

- Application subject to a 3-day trial assessment

#### → **Grades 1-10**

- Age adequate understanding of the IGS Philosophy, Policies and Standards



- Successful results, grade report and/ or verbal assessment of preceding academic year

### Admission procedure

#### → K-12

1. Application possible throughout the academic year
2. *Information Talk/ Interview* with applicants and their parents/ legal guardians
3. *Signing the application* handbook including the acknowledgment: of the IGS mission & philosophy as well as its rules & policies including admission policy, course structures, school fee regulations and permissions (swimming, excursion, marketing, BYOD, Self-Study etc.)

#### Summary of documents to be handed in:

- Application form
  - Passport photo
  - Copy of student's passport, a copy of passport and residency (if applicable) of both parents/ legal guardians
  - Non-refundable application fee
  - Grade report if applicable and/ or verbal assessment of preceding the academic year
  - Medical form (medical / vaccination report)
  - Copy of birth certificate
4. Assessment of prerequisites and documents by Admission committee or delegate (who reserves the right to administer an admission test)
  5. Admission Decision by the school principal
  6. Applicants will be notified of their admission or rejection within the course of two weeks. No official decision on an application is given until all the relevant documents have been received. The Admission Committee does not give any reason for accepting/ rejecting students.
  7. Payment of tuition fee two weeks after issuing the invoice.
  8. Introduction to the prospective teacher

## **IB-Diploma Programme (IB DP) Admission Policy**

The IB DP Admission Policy is part of the IGS Admission Policy. The IB DP Programme at IGS is designed for students who aim at obtaining a certificate that permits access to higher education. The full diploma can only be received when covering all requested subjects.

Other than joining as an IB Diploma candidate, the students can join as an IB course candidate with IB exam or as a non-examination student with an internal school assessment.

Applications for admission are accepted throughout the year up until grade 10. For the IB DP admissions are accepted until June 30th. Entering the IB DP during the classes 11/ 12 is not recommended.

### **Admission Prerequisites**

The IB DP is open to all students regardless of the educational system they had joined previously. A transfer recommendation certificate of grade 10 is required with at least average success in all relevant IB subjects, whereby the covered materials in each subject have to be equivalent to the contents and standards of the curriculum of Grade 9/10 at IGS. In case the indicated subjects have not or only partly been taught at the previous school, the students can request a placement test for the subject or subject area.

### **Expectations**

We expect the applicants to:

- understand and embrace the IGS Mission, Philosophy and Policies (e.g. Academic Honesty, Language Policy)
- be fully aware of the curricular structure of the programme
- be prepared to develop as individuals according to Learner profile inherent to the IB DP
- be skilled communicators in the German as well as the English language (B2, according to *GER*)
- be motivated for the program and the requirements of the selected subjects

### **Requirements**

- be at least 16 years of age at the beginning of the program (exceptions may be granted for special cases)
- school leaving certificate that certifies a consecutive successful 10-year school career with at least average success in the relevant IB DP subjects



- sufficient command of the German as well as the English language (B2 level, GER)
- adequate knowledge in Mathematics, Biology, History, German as well as English language and literature to follow the syllabus of the IB Diploma Program
- an adequate degree of personal maturity, as well as the academic skills necessary to complete the program (incl. TOK, EE, CAS)
- must fulfill the formal requirements for temporary or permanent residency in Vietnam

### Admission procedure

1. *Online Application* (Deadline End of June)
2. *Information Talk/ Interview* with the IB Coordinator with applicants and their parents/ legal guardians/ students, who are already enrolled at IGS will participate in the preparatory programme including an obligatory consultation period with the IB coordinator.
3. *Signing the application* handbook including the acknowledgment: of the IGS mission & philosophy as well as its rules & policies including admission policy, course structures, school fee regulations and permissions (swimming, excursion, marketing, BYOD, Self-Study etc.)

#### Summary of documents to be handed in:

- Application form
  - Passport photo
  - Copy of student's passport, a copy of passport and residency (if applicable) of both parents/ legal guardians
  - Application fee
  - 2 full years of school transcripts of reports + documentation of consecutive 10-year school attendance
  - Leaving certificate year 10, including a verbal reference of the previous school completed by a teacher
  - Medical form (medical / vaccination report)
  - Copy of birth certificate
4. Assessment of prerequisites and documents by Admission committee or delegate (who reserves the right to administer an admission test)
  5. Admission Decision by the Head of School
  6. Applicants will be notified of their admission or rejection within the course of two weeks. No official decision on an application is given until all the relevant documents have been received. The Admission Committee does not give any reason for accepting/ rejecting students.
  7. Payment of tuition fee two weeks after issuing the invoice.



The school reserves the right to change the selection of courses according to demand and in case of unforeseen conditions.