

Admission Policy

(Dec 2017, updated 01.04.2023)

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

- Kindergarten: 18 months - 5 years
- Preschool: from 5 years of age until school entry (by 15 August)
- First grade: 6 years by 15th of August or special decision by the Head of School
- IB Diploma Programme (16-19 years)

Requirements

→ all students

- 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

→ Kindergarten, Preschool

- Application subject to up to 3 trial-days

→ 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



1. *Information Talk/ Interview* with applicants and their parents/ legal guardians
2. *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
3. Assessment of prerequisites and documents by Admission committee or delegate (who reserves the right to administer an admission test)
 4. Admission Decision by the school principal
 5. 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.
 6. Payment of tuition fee two weeks after issuing the invoice.
 7. 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 International Baccalaureate Diploma Programme at the International German School Ho Chi Minh City (IGS) is open to all students regardless of the educational system they joined previously until the end of the school year of grade 10.

Nevertheless requirements regarding **Language** and **Content Covered** are set:

| | Language | Content Covered |
|---|---|--|
| Student attends grade 10 at IGS | <p>Need to pass a German exam on B2 level (Common European Framework of Reference) in grade 10 (May).</p> <p>If students do not pass the exam it is not recommended to join the IB Diploma programme at IGS. Parents need to take part in a consultation with the IB coordinator.</p> | <p>Need to be taught and graded on Gymnasium level.</p> <p>In case those standards are not met, the students need to take a placement exam (end of April) for the subjects relevant for their IB course selection. The placement exam evaluates the content and standards of the curriculum of Grade 9 and 10 on Gymnasium level at IGS. One grade 5 in one subject may be balanced by one grade 3, 2 or 1 in another subject.</p> <p>If students do not pass the exam it is recommended not to join the IB Diploma programme at IGS. Parents need to take part in a consultation with the IB coordinator.</p> |
| Student attends grade 10 at a school where the majority of the classes are taught in German | <p>Need to achieve at least grade 3 in the subject German.</p> <p>If this is not the case, the student needs to provide proof of a German B2 level.</p> <p>If students do not meet the criteria it is not possible to join the IB Diploma programme at IGS.</p> | <p>The student needs to be taught and graded at Gymnasium level (or an equivalent level).</p> <p>In case those standards are not met, the students need to take a placement exam for the subjects relevant for their IB course selection. The placement exam evaluates the content and standards of the curriculum of Grade 9 and 10 on Gymnasium level at IGS. One grade 5 in one subject may be balanced by one grade 3, 2 or 1 in another subject.</p> |
| Students attend grade 10 (or equivalent) at a different school | <p>Needs to provide proof of a German B2 level.</p> <p>If students do not meet the criteria it is not possible to join the IB Diploma programme at IGS.</p> | <p>If students do not meet the criteria it is not possible to join the IB Diploma programme at IGS.</p> |

Entering the IB DP after the program has started in classes 11 and 12 is not recommended and will be decided by the IB Coordinator and the Head of School on a case-by-case basis.

Furthermore applicants are expected to:

- understand and embrace the IB and IGS Mission, Philosophy and Policies (e.g. Academic Honesty, Language Policy, ...)
- be fully aware of the curricular structure of the IB-programme
- be prepared to develop as individuals according to Learner Profile inherent to the IB
- are able to communicate efficiently in German and English (B2 cf. GER)
- be motivated for the program and the requirements of the selected subjects

Admission procedure

1. Contact the IB Coordinator (tim.reisdorf@igs-hcmc.org)
2. Information Talk/ Interview with the IB Coordinator, the applicants and their parents/ legal guardians. Students, who are already enrolled at IGS will participate in a consultation with the IB coordinator.
3. Acknowledgment of the IB and IGS mission & philosophy as well as its rules & policies including admission policy, course structures, school fee regulations and permissions.

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 IB Coordinator
 5. Admission Decision by the Head of School
 6. Applicants will be notified of their admission or rejection.
 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.