

# Yangon International School

## Admission Guide



### Enrollment Steps

1. Completed and submitted application
2. Screening assessments
3. Placement decision and payment of fees, if accepted
4. Orientation
5. First day of school

### Important Information\*

- **Final acceptance and admission** to YIS will be based upon **age**, previous **academic records**, **screening results**, and a review of all available information. Each student will be considered on an individual basis. The school will make every effort to place siblings who are each individually qualified for admission as vacancies allow.
- **School hours** are as follows:
  - Early Childhood: Half Day-8:00am-11:00 am or 12:00pm-3:00pm, Full Day-8:00am-3:00pm
  - Elementary 8:00am-3:00pm
  - Middle and High School: 8:00am-3:10pm
- Applying to and enrolling at YIS will require parents and students to agree to all school policies and procedures outlined in the YIS **Elementary and Secondary Student/Parent Handbook**.
  - Policies include academic, behavioral, dress and appearance, and extracurricular expectations
  - YIS students are expected to present themselves well. Appearance or dress that is considered distracting, disruptive, or inappropriate by local standards is not acceptable. Administration will determine what aspects of appearance should be changed and recommend the necessary changes.
- **The Multi-Language Learning (MLL)** program serves the needs of students who are non-native speakers of English and whose English language skills fall below their current grade level; however, students admitted to YIS must be able to participate at grade level with moderate MLL support. Families will be contacted if the academic staff determine that a student would benefit from MLL testing and support.
- YIS does not have a **special education** program, so students with identified learning problems are generally not accepted. It is very important that parents of a child who has received special services, or parents who believe their child may need support, disclose to the school as soon as possible in the application process.
- The family arranges all **transportation** to and from school.
- Students may **bring lunches** to school. We encourage students to bring healthy, nutritious items that will provide energy throughout the school day. Students also have the option to **purchase a monthly meal plan** from the school canteen. Most elementary students bring a snack for their morning recess.
- The **school uniform is required** for attendance. The day uniform and P.E. uniforms may be purchased at the Eagle Store at YIS. Students may wear their own black shoes. Uniform purchases are separate from school fees.

*\*Further policies and procedures are included in the Elementary and Secondary Student/Parent Handbook.*

**Admissions Office**  
**Yangon International School**  
**117 Thumingalar Housing**  
**Thingangyun Township, Yangon**

**Phone: (95)1-7578171 Ext:131**  
**(95)1-7573149**  
**(95) 9 777711118 (Admissions)**  
**Email: admissions.ygn@yis-yangon.edu.mm**

*Yangon International School is a college-preparatory school that seeks to foster the development of the whole child, who is a participating global citizen and lifelong learner: one who is academically well-prepared, socially responsible, culturally sensitive, and personally fulfilled.*

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Application forms and other required information for admission are included in this packet. Please note that these may vary depending on the grade level of the child. You should complete and submit the application form, along with all other required forms and related documents to the YIS Admission Office.

Applications are accepted at any time. To enroll in August, applications should be submitted between February and May of the previous school year.

**Your application will be considered complete and ready for review once all application forms, supporting forms and documents have been received and the applicant's initial screening has taken place.**

## Application Materials

YOUR COMPLETE APPLICATION INCLUDES THE FOLLOWING ITEMS:

### 1. Completed forms:

- ✓ Application
- ✓ Student development history
- ✓ Medical form and vaccination history

### 2. Photos, Passport ID photocopy, Birth Certificate:

- ✓ 4 (1" x 1" size) photos of student; 1 (1" x 1" size) photo of each parent
- ✓ Photocopy of the photo identification page(s) in the student's passport (foreign nationals) or NRC card (Myanmar nationals)
- ✓ Copy of birth certificate or Government issued documentation with date of birth (Myanmar nationals)

### 3. Academic Records:

- ✓ Transcript or report cards for at least the last three school years (Kindergarten and elementary school applicants should include all available records or certificates if a child has fewer than three years of school experience. Unofficial copies may be submitted initially as long as official copies are sent as soon as possible.)
- ✓ Any psycho-educational or special education evaluations or records
- ✓ Any MAP (Measures of Academic Progress) assessment or other standardized test results

### 4. Fees:

- ✓ Annual Capital levy fee:  
For all students enrolling in K-12 program.  
All capital levy fees are non-refundable.
- ✓ Tuition fees:  
Tuition fees are payable in 10 installments. For more payment options please contact the Business Office.

### 5. Letter of Guarantee:

If your employer will be paying your school fees, you must have your employer complete the letter of guarantee.

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