

HOKKAIDO INTERNATIONAL SCHOOL ADMISSIONS POLICY & PROCESS



Dear Dormitory Applicant:

Thank you for considering Hokkaido International School and its dormitory program for the next step in your child's education. HIS is dedicated to serving the expatriate and bicultural communities of Sapporo and Hokkaido, as well as others pursuing a Western-style, international school education. All dormitory program applicants must qualify for placement in grade seven or above.

In principle, admission to the **dormitory program** is granted to the following in order of preference:

1. Transfer students who have completed the elementary program at Hokkaido International School, Niseko
2. Siblings of current residents of the dormitory
3. The children of expatriate residents of Hokkaido from English-speaking countries
4. The children of expatriate residents of Hokkaido from other countries
5. The children of internationally posted personnel working in the Eastern Russian oil fields on Sakhalin Island
6. The children of expatriate residents of Japan from English-speaking countries
7. The children of expatriate residents of Japan from other countries
8. The children of bicultural families (one expatriate parent) living in Japan
9. International students with an interest in Japanese culture and language within the context of an international school
10. Japanese returnees (a returnee is defined as someone who has completed at least two years of a Western-style education overseas)

NOTE: While HIS cannot admit students with profound learning difficulties, HIS may be able to accommodate students with mild special needs. Continued enrollment at HIS is always dependent upon a student's satisfactory achievement, behavior, and effort.

**Should the dormitory have a waiting list, students would be placed on the list according to the above criteria.

After submitting all documents required for admission to the dormitory and the school, dormitory applicants must complete a two-tiered interview process; interviews for acceptance to the residential (dormitory) program, followed by interviews for entrance to the school academic program. The dormitory interviews will be conducted by a Dormitory Admissions Committee consisting of the Head of School and the Dormitory Coordinator and spouse (the dorm parents). These may be a combination of in-person and videoconference interviews, and depending on the applicants' circumstances, the dormitory interviews may be preceded by a preliminary videoconference conversation. At the conclusion of the interview, the committee will determine whether to grant admission to the dormitory. A student may be admitted, denied admission, or admitted on a probationary or contractual basis. Probationary admission means the student will be admitted for a designated period—generally with a behavior or academic contract—at the conclusion of which the admission will be reviewed by the same Admissions Committee. Admission could be revoked at that time. All decisions of the Admissions Committee are final; students denied admission to the dormitory are welcome to apply again.

Successful applicants to the dormitory program will continue on to interviews for acceptance into the school academic program. Applications are reviewed by the Admissions Committee consisting of two or three staff members, chaired by the Head of School. This group will also make initial grade-placement decisions. At the conclusion of the interview, the committee will determine whether to grant admission.

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A student may be admitted, denied admission, or admitted on a probationary basis. Probationary admission means the student will be admitted for a designated period at the conclusion of which the admission will be reviewed by a panel of teachers. Admission can, at that time, be revoked. All decisions of the Admissions Committee are final; students denied admission are welcome to apply again.

Secondary students (grades 6–12) will interview with the principal, the potential homeroom teacher, and one other teacher. All applicants (regardless of proficiency or level of English) will complete a language arts proficiency assessment.

We look forward to getting to know you through the admissions process and encourage you to get to know HIS and the dormitory program in order to feel secure in knowing that it is the right fit for your child's education. Please make use of the checklist shown below for dormitory applicants to assist you in working through the application process for the dormitory and school academic programs.

Sincerely yours,



Barry Ratzliff
Head of School
Hokkaido International School



Application Checklist (for Dormitory Applicants)

- Complete the **HIS Dormitory Student Application Form**, one per child, found as a downloadable document on the Admissions page of the HIS website.
- Provide a scanned copy of the first page of your child's **passport** or **birth certificate**.
- Collect a **Teacher's Recommendation Letter** from one of your child's recent teachers (secondary student) or from your child's most recent classroom teacher (elementary students).
- Provide a **Personal Reference Letter** from a family friend, sports coach, camp counselor, or other individual who has known your child in a non-academic context.
- For students applying from Japanese schools, please have your child's classroom or homeroom teacher complete the 所見 (Observation Form for Japanese School Applicants).
- Provide two complete years of your child's **academic records** (report cards).
- If applicable, submit the scores from one recent **standardized test**.
- Where applicable, have your family physician complete the **HIS Student Health Form for Overseas Applicants** and include **inoculation records**.
- Where applicable, submit a copy of the 生徒健康診断票 (**Student Health Chart**) records if applying from a Japanese school and include **inoculation records** where available.

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- Thoroughly read the **Dormitory Handbook**, which can be found on the HIS website in the Downloadable Documents and Dormitory sections of the HIS website. After reading the handbook, print out, sign, and date the final page of the handbook. This is acknowledgement that you and your child understand and consent to the guidelines, information, and rules for living in the dormitory.
- Read, sign, and date the **Important Notices** sheet (Re: school payments, tuition increases, and Wednesday morning late start) and the **Technology and Facebook Terms of Use** page.
- Read, sign, and date the **Photo Permission** notice and the **Field Trip Permission Slip**.
- Send all documents as scanned attachments or via regular mail to the Head of School (bratzliff@his.ac.jp), Mr. Barry Ratzliff, and the administrative assistant, Ms. Shimako Abe, (shimakoa@his.ac.jp).
- Await an email or telephone response to your application.
- Through Ms. Shimako Abe, administrative assistant, arrange for you and your family to visit the campus of Hokkaido International School for **dormitory interviews**, the **language assessment**¹ and an **interview with teachers**.² With permission from the Head of School, some or all of these interviews may be conducted via videoconference if the applicant is coming from a great distance.
- After HIS has accepted your child into the dormitory and school programs, complete either the **HIS Middle School Course Registration Packet** or the **High School Course Description and Registration Packet**, both may be found online at the HIS website.
- Upon acceptance into the dormitory, and when applicable, the administrative assistant will contact you to complete the documentation to secure a student visa from the Japanese immigration office.
- The school will **invoice** you by regular mail. The invoice bears the bank codes and account numbers needed to successfully complete a **bank transfer** of funds. Note that accounting rules prevent HIS from receiving payments by check or cash.
- Note that accounting rules require that payment of dormitory fees be remitted into the **Dormitory Account**, which is separate from the school's account. Like school fees, dormitory fees must be remitted through a bank transfer.

Thank you for your patience with the application process.

¹ Note that the language assessment is for all students regardless of English proficiency. The assessment is used to determine overall strength in language arts. Results will be shared with teachers.

² An application fee of ¥15,000 will be applied to successful applicants through their first tuition invoice.