



**上海宋庆龄学校**  
SHANGHAI SOONG CHING LING SCHOOL

# 2025-2026 ADMISSIONS BOOKLET SOONG CHING LING SCHOOL INTERNATIONAL DIVISION

*To Give Children the Most Valuable Things.*





## THE APPLICATION PROCESS 报名流程

To apply, visit the school website <https://scls.org.cn> and follow these steps:  
**Homepage → Admission Information → International Division → Select the division you apply for → Create an account and submit the online application form along with all the required documents listed.**

Once applied successfully, you will receive a confirmation email, and the applicant's status will be updated to "**Applied**". Please check your email regularly for future information and follow-up steps.

进入宋庆龄学校官网 <https://scls.org.cn>, 依次进入以下页面  
主页 → 招生信息 → 选择您要报的学部 → 点击报名完成在线注册 →  
登录账号, 至申请清单中完成在线提交入学申请表和相关报名材料  
完成并提交后您将收到学校的确认邮件, 且申请人状态将更改为“已申请”。  
请注意查收后续邮件, 详细信息和步骤均会通过邮件与您保持联系。



The Admissions Office will schedule an entrance assessment with you very soon via email.  
招生办公室将会尽快安排预录取评估 (具体时间将通过邮件通知)



The Admissions Committee reviews the assessment results and all the submitted documents.  
招生委员会将会检查报名材料完整性与评估结果



### Offer of Placement 录取

For new grade one, grade six and grade nine students, 20% prepayment of tuition fee is required upon acceptance of offer.

一年级, 六年级和九年级新生, 在办理入学手续时需收取20%预付学费。



### Waiting List 等待

If there are more candidates than available places, the applicant will be placed on the waiting list.

如果没有足够的名额空缺, 则申请人将会进入等待名单。



### Unsuccessful Application 未录取

Application is closed.

本轮报名流程结束。

The application deadline for 2025-2026 IDPS new Grade 1 group admissions activity is **January 1st, 2025**. Parents who apply after this deadline will be informed separately, depending on future recruitment needs.

2025-2026学年国际部小学一年级新生集体招生活动报名截止日期为**2025年1月1日**。晚于此截止日期报名的家长, 我们将视后续活动需求另行通知。

Applicants for transfer must submit student report cards from the past two years at their current school and a completed Teacher Recommendation Letter from their homeroom teacher. The template for the Teacher Recommendation Letter can be downloaded from the admissions page on the official website. However, for new Grade 1 applicants, neither report cards nor the Teacher Recommendation Letter are required.

申请插班的学生, 需提交学生在读学校过往两年的期末成绩报告单, 并完成教师推荐。您可在宋庆龄学校官网招生信息处下载教师推荐信模板。如申请一年级新生, 无需提供成绩单和教师推荐信。

Students applying for new Grade 1 may attend the new G1 admissions activity only once. For transfer students, only one application is allowed per term.

学生如申请一年级新生, 则仅可参与一次新一年级招生活动。如申请插班, 则一学期仅能报名及参与一次插班考试。



## GOVERNMENT REQUIRED DOCUMENTS 政府需要的文件

In accordance with the regulations set forth by the Shanghai Municipal Education Committee (SHMEC), families wishing to apply at Soong Ching Ling School must meet one of the four categories listed below. Please choose the appropriate category and upload all relevant documentation to the online application.

根据上海市教委要求，申请宋庆龄学校国际部的学生家庭，必须满足以下四个类别之一，请选择符合您家庭的类别进行在线申请报名，并按照要求上传所有支持材料

### Categories 类别:

- 1 Working parent holds a foreign passport with alien employment permit in Shanghai  
父母一方持境外有效护照并拥有在沪合法工作签证
- 2 Family is from HongKong or Macau or Taiwan and working in Shanghai  
港澳台公民并在沪工作
- 3 Parent is a PRC Passport holder but student has a foreign birth certificate  
父母为中国公民，但孩子持有有效的境外出生证明
- 4 Family holds a SHMEC waiver letter  
持有中国护照且全家均获国外永久居留权，回沪工作居住的中国公民子女，需同时持上海市教委批文

### Required Documents

上海市教委要求的国际部报名材料	1	2	3	4
Passports and visa for child and both parents. (For Hong Kong, Macau and Taiwan residents, Permanent ID card and Mainland Travel Permits <i>tongxingzheng</i> and <i>taibaozheng</i> is also required) 学生和父母双方有效护照和签证页 (港澳台公民需要额外提供永久身份证, 台胞证或通行证)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residence permit copy for at least one parent 至少父母一方的外国人居留许可复印件	<input type="checkbox"/>			
Alien employment permit for at least one parent. 至少父母一方的外国人工作许可证	<input type="checkbox"/>			
Business license copy stamped with company chop for at least one parent 父母任意一方的聘用单位营业执照副本复印件(加盖公章)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment certification letter for at least one parent (original hard copy). (This must include: employee name, date of birth and position, period of employment, registered company name, address, and telephone number. The certification letter needs be signed by department head and stamped with company chop on letterhead) 父母任意一方在上海工作的在职聘用证明原件(内容应包括: 被聘用者姓名, 出生日期, 所聘工作岗位, 聘用期限, 聘用单位的注册名称, 地址, 电话, 出具该证明的部门负责人签名及加盖单	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of proof of residence in Shanghai (Shanghai Hukouben, property certification or housing rental contract) 在沪居住证明原件及复印件(户口本, 房产证或房屋租赁合同)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of relationship between parents and student (registered residence book or birth certificate) 父母子女亲属关系证明 (户口本或出生证明)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the student is a step child, an agreement letter from birth parent agreeing that the step parent is raising the student. 外籍人士继子(女)需提供无抚养方生父(母)承诺书原件	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overseas birth certificate for student accompanied by notarized translation 孩子的海外出生证明并附上经公证的翻译件			<input type="checkbox"/>	
Waiver letter from the Shanghai Municipal Education Commission 上海市教委批文				<input type="checkbox"/>

If a family has parents with different nationalities they can choose which application route to follow. Each family must complete all requirements of one column. All mentioned documentation is required for families already living in Shanghai to start the application process to SCLS. If a family is living overseas, they must produce the residency permit and proof of residence in Shanghai within 60 days before their child starting at SCLS.

如果一个家庭中父母拥有不同的国籍，那么可以选择其中一种类别进行报名。每个家庭必须提供至少一个类别的完整的所需材料。对于目前已经居住在上海的家庭，报名流程将从收到上述所需的完整材料开始启动。对于目前依然居住在海外的家庭，必须在孩子就读宋庆龄学校的60天前提供居留许可和在上海的居住证明。



## TUITION AND FEES of 2025-2026 School Year 2025-2026 学年学杂费

### Tuition 学费

Grades 1 to 5 一到五年级	¥ 140,000/Year 一学年
Grades 6 to 8 六到八年级	¥ 180,000/year 一学年
Grades 9 to 12 九到十二年级	¥ 200,000/year 一学年

### Field Trip and Activity Fees 活动费

The costs of the school activities vary and depend on the event's duration and location. The school will refund the balance after deducting the actual cost of school trips. 学校活动根据时间与场地的差异所需要的费用也不同。学校会根据实际出行产生的费用多退少补。	¥300/semester 每学期
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### Meal Plan Fee 餐费

The meal plan includes a morning snack, hot lunch, and afternoon snack. 学校餐厅每日提供两次点心和一次午餐。每日供应食物以当天菜单为准。	Grades 1-4 一至四年级 ¥38/Day 每天
	Grades 5-12 Optional Meal 自选餐

### School Uniform Fee 校服费用

All students are required to wear school uniform from Monday to Thursday. Uniform items can be purchased online through WeChat Official Account - SCLS校服商店. 周一至周五所有学生需要穿着校服。所有校服都可以通过微信公众号-SCLS校服商店线上平台订购。	
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### Transportation Fee 校车费用

The school provides optional bus services to and from school. The Transportation Fee applies to those students who register for the regular bus service. The fee is payable on a semester basis. Note: The School is not obligated to provide service if the housing location is not within existing serviced routes. 学校提供有偿的校车接送服务。注册登记日常校车接送服务的学生将需要支付校车费用。每个学期支付一次。备注：校车接送服务仅针对目前已经开通的线路。	¥1,000/month 每月 within 6 km 6公里以内
	¥1,200/month 每月 over 6 km 6公里以外

*Tuition fees are used to support both the general operations of the school as well as the ongoing re-investment in campus facilities. SCLS reserves the right to change fees without prior notice.*  
学费主要用于支持学校的正常运作以及相关的设施投资和建设。宋庆龄学校有权变更上述费用，恕不另行通知。



上海宋庆龄学校  
SHANGHAI SOONG CHING LING SCHOOL

## GET IN TOUCH WITH US 联系我们

### Admissions Office 招生办公室

+86 21 69756301 ext. 8002  
[admission.center@scls-sh.org](mailto:admission.center@scls-sh.org)

### International Division Primary School 国际部小学

+86 21 69756301 ext. 6003

### International Division Middle and High School 国际部中学（初中和高中）

+86 21 69756301 ext. 8013

### General Enquiries 其他咨询

+86 21 69756301 | Finance Office财务 ext.8015 | School Bus Services校车服务 ext.8008

### Address 地址

上海市青浦区赵巷业辉路2号  
2 Yehui Road, Zhaoxiang, Qingpu District, Shanghai



Admissions Wechat  
招生微信



SCLS Wechat  
官方公众号



VR Campus Tour  
VR全景探校

