



# Beijing World Youth Academy

## 北京世青国际学校

### REQUEST FORM

**A. Date of application:** \_\_\_DD\_\_\_MM\_\_\_\_\_YYYY

**B. Please tick**

<i>Existing student</i>	<i>Non-existing student</i>	<i>Remark by school</i>
<i>Transfer to Another Level of Math/English/Chinese</i>		<i>Transferred to:</i>
<i>Switch subject choice</i>		<i>Switched:</i>
<i>Apply for a letter of enrolment</i>		
<i>Apply for a transcripts (HS and CS only; for middle school you need to use the report card)</i>		
<i>Apply for transfer among HS, MS, and CS. (Please have <b>E</b> section filled out )</i>		<i>Transferred to:</i>
<i>Apply for withdrawal. (Please have <b>F</b> section filled out )</i>		

**C. Please fill the following out**

Student's Full Passport name:			
Student's Chinese name ( <i>pinyin</i> ):		Student's English name:	
Current homeroom:		Nationality:	
Date of Birth: (DD/MM/YYYY)		Sex:	
Duration in the school:	<i>from ___MM___ YYYY to ___MM___ YYYY</i> <i>from grade _____ to grade _____</i>		
Describe your request:			
Describe your reason:			

**D. Signature and contact information**

Student's signature: \_\_\_\_\_

Parent or Guardian's signature: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**E. For transfer among HS, MS and CS**

地址:朝阳区花家地北里18号 邮编:100102

18 HuajiadiBeili Chaoyang District 100102 Beijing



Tel: 8610 64617787

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<i>The following form is filled in by the student's current section</i>	
Homeroom Teacher's comment	Signature      Date
Principal's comment	Signature      Date
Library: Any books need to change	Signature      Date
<i>The following form is filled in by the section which has enrolled this student</i>	
The student's test result	Signature      Date
Placement and approval by the principal	Signature      Date
<p><i>The principal of the section that has enrolled the student will prepare the admissions letter and give it to the reception.</i></p> <p><i>The finance office will prepare invoice and give it to the reception.</i></p>	

## F. For applying for withdrawal

**Please go to the following offices to clear all the related things and obtain their signatures:**

Where are you leaving for? (school/country) :			
1	To Meet with your principal	Signature	MS:Mr. Aubrey Curran HS: Mr. Richard Bates CS: Mrs. Hong Wang
2	To go to the library and return books	Signature:	MS: Ms. Xiaoyu Zhu HS: Ms. Yujie Zhang CS: Mr. Cui Zhijie
3	To go to the home-stay office if you stay in the school's accommodation.	Signature:	Ms. Mi Huirong
4	To go to the finance office	Signature:	Ms. Xi Ting or Ms. Dong Jing
5	To go back to your principal	Signature:	The same as above
6	To the Student Administration Office	Signature:	Ms. Karen Lu

Please note that a transfer request may be submitted for a student twice a year: once during the school year and once by the end of the school year. Each application has to be done in writing and parents/guardian may be asked to meet to discuss the request. Please collect the result of your request in three days at the reception.