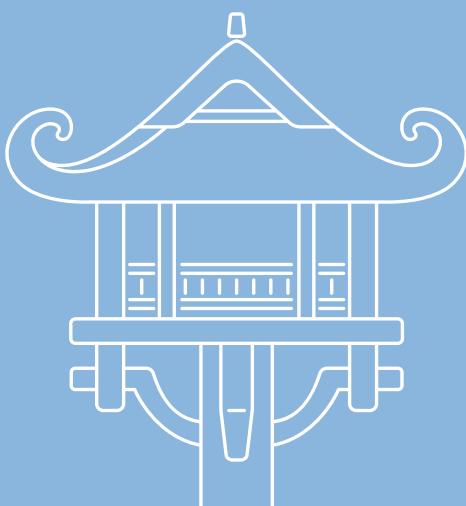




# Admissions Handbook 2018-2019



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# Welcome





We warmly welcome your application to the United Nations International School of Hanoi. UNIS Hanoi is a school that values Learning, Community and Responsibility. Our programme reflects the ideals and principles of the United Nations and our community reflects our passion for encouraging our students to have respectful, compassionate and peaceful relationships. We strive for excellent learning and endeavor to inspire our students to seek innovative solutions to local and global issues. Our school places a strong emphasis on creativity, activity and service as well as academic achievement, global and local awareness and individual responsibility.

## Our community

We are a connected community that celebrates our cultural diversity and our admissions policies aim to reflect that desire to remain truly international. We apply a cultural diversity policy to admissions to ensure that no single nationality exceeds twenty percent of total student enrolment. Our student population represents a diverse range of languages and cultures and many of our students are non-native English speakers who participate in the English as an Additional Language (EAL) programme. School policy limits the number of EAL students in each age group up to grade 8,

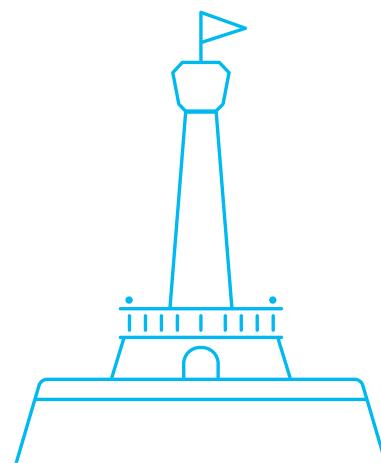
which helps to maintain a strong language-learning environment. UNIS Hanoi has an inclusive and nurturing school culture and support services are provided to those students who may have difficulty in accessing the rigorous academic programme. The school is able to serve a managed number of students with learning, behavioural and emotional needs with additional services such as counselling, speech and language therapy, learning support and psychology services available to ensure student success

## The curriculum

UNIS Hanoi is an IBO World School on a purpose-built campus with a rich and successful curricular and co-curricular programme. It is the only school in Hanoi and the first school in Asia to offer IB education at all grade levels, from discovery through to grade 12. The International Baccalaureate incorporates a learning cycle of enquiry, action and reflection that promotes critical, creative and analytical thinking. Our Elementary students up to grade 5 participate in the Primary Years Programme while students in grades 6 to 10 participate in the Middle Years Programme. In grades 11 and 12, our High School students undertake the academically challenging two-year Diploma Programme in preparation for university entrance.

## Technology and learning

UNIS Hanoi's vision is to be a leader in the region in the use of technology for learning. We strive to create learning experiences where technology is integrated through all curriculum areas in the context of classroom learning. The school currently implements a 1:1 device programme from grades 3 to 12. All students from discovery to grade 12 have access to shared iPads. Students in grades 1 and 2 have access to shared laptops. Beginning in August 2018, UNIS Hanoi is moving to a Bring Your Own Device (BYOD) model in High School. All students in grades 9 to 12 are required to bring a computer (that meets or exceeds UNIS Hanoi device requirements) in order to support their learning style. BYOD programmes allow students to make choices about which device to use and how to use it to meet situational learning needs, to choose applications for completing assignments, to organise resources and to collaborate on projects and presentations. This decision-making process is an important aspect of building independent, lifelong learners. The school will train students to use their own devices to enhance their learning at school in addition to home use.



# Admissions



## Vision of service

The admissions team will endeavour to respond to your enquiry within several working days, however, during peak admissions season our response time may be slightly longer due to the demand for places at our school. We intend to warmly welcome you and to ensure that your children are given every opportunity to be assessed without discrimination. We apply the UN guiding principles of respect and equality to our processes and manage admissions to the school by the policies set by our Board of Directors.

We designate an admissions advisor to each family who will be in communication with you throughout the annual admissions



timeline. From submission of your enquiry through to the review of application items, notice of completion, waitlist updates, assessment confirmation, consideration of placement and enrolment management – we are here to help you along each step in the process.

### How can we help you?

#### Office hours:

Monday to Friday,  
8:00 am to 5:00 pm

#### Email:

[admissions@unishanoi.org](mailto:admissions@unishanoi.org)

#### Telephone:

+84 24 3758 1551

### Are you living in Hanoi or planning to visit?

Please contact us to schedule an office appointment & a campus tour.

### Are you overseas?

We can arrange a chat with you via video link.

## Step by step

ENQUIRY	APPLICATION	WAITING LIST	ENROLMENT	TRANSITION
Your online enquiry is submitted through the school website and is reviewed by the admissions team.	Eligible candidates are invited to apply using the online admissions portal. This may take a few days to several weeks, depending on how quickly families complete questionnaires, provide documents and pay the application fee.	Length of time on the waiting list will vary depending on the number of places available. Applications for placement are reviewed by the admissions panel. This may take up to ten days during peak admissions time to finalise.	When the placement offer is accepted by the family, the application proceeds to enrolment. This may take a few days to several weeks, depending on how quickly families can arrange medical check-ups and complete the electronic contract.	School wide orientation takes place twice a year in August and January. Students who arrive during the school year will be warmly welcomed with an individual family orientation, usually planned the day before starting school.

## Admissions to Elementary School



All applications to the Elementary school are approved by the Elementary School Principal. Our youngest learners enter into classes within the Early Childhood Centre on the basis of age. The ECC is a separate physical space where students attend Discovery, Kindergarten 1 and Kindergarten 2 classes.

The Discovery programme for 3-year olds is available as either a partial-day or full-day programme.

Parents may consider moving children to the full-day programme at the beginning of a new quarter and should discuss any changes directly with the classroom teacher. Learning takes place on a daily basis for full-day students from 8:10 am to 3:20 pm. Partial day students attend to 12:00 noon. All Discovery students finish school at 12:00 noon each Wednesday. All other elementary grade levels are full-day programmes only. The school day runs from 8:10 am to 3:20 pm each day except Wednesday when students are released from school at 2:25 pm. School lunch is provided to Discovery full-day and Kindergarten 1 attending students. Parents kindly note that all students entering into the lower elementary school must be able to use the toilet independently.

All applications to the upper elementary division in grade 1 through to grade 5 are approved by the Elementary School Principal.

From grade 1 onwards, we seek to place students according to our age range guidelines, but our Elementary School Principal will consider all information provided in a student application such as school records, teacher recommendations and school experience to ensure that each child is placed where they will be most successful upon entering our school.



## Admissions to Middle and High School



All applications to grade 6 through to grade 12 are approved by the Middle School and High School Principals. The school day runs from 8:10 am to 3:25 pm each day except on Wednesdays when students are released from school at 2:35 pm. All MSHS applicants must complete a mathematics assessment and two English tasks; an online reading and grammar

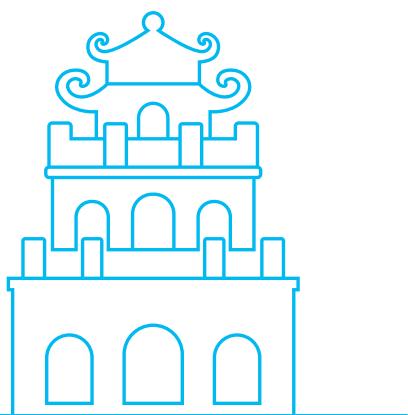
inventory and a writing prompt. If a student intends to continue the study of a foreign language at our school, a foreign language assessment will also be necessary. Applicants who are non-native English speakers may be required to participate in an academic English language placement assessment to determine their English language level. English level will be determined by the school. UNIS Hanoi offers support in 'English as an Additional Language' (EAL) in Middle School for a limited number of students. Students entering into grade 9 must be proficient in English at an intermediate level and grade 10 students at an intermediate or advanced level in order to be accepted into the programme.

## Admissions to the International Baccalaureate Diploma Programme



The International Baccalaureate Diploma Programme (IBDP) is a rigorous and challenging pre-university course for highly motivated students. Successful completion of grade 10 or an equivalent year is required for enrolment in the full Diploma Programme and acceptance is at the discretion of the Principal. International Baccalaureate courses are normally taken over 2 years. Therefore, applicants will not

be admitted to the grade 12 IBDP unless they have completed year 1 of the programme with courses that can be aligned at UNIS Hanoi. All applicants to the IBDP are required to meet with the Diploma Programme Coordinator prior to approval. An interview via video link may be arranged for overseas students prior to the last school day in the academic year.



# Admissions timelines



## How it works

UNIS Hanoi is a not-for-profit, non-selective school that welcomes enquiries for placement throughout the academic year. Families who are seeking placement for children at the start of the school year in mid-August will be invited to apply when admissions open in January. New students are enrolled throughout the school year as placements become available but the majority of families who are withdrawing will depart at the end of the school year in June. Due to the admissions policies that are applied to our school, such as prioritisation, cultural diversity and caps on support programmes, it is not possible for us to guarantee placement in advance for each child who applies. As the school year progresses, the possibility of placement is based on the number of student withdrawals, priority applications and availability of



places within our EAL and Learning Support programmes, all of which influence the number of vacancies in each age group. Families of returning students must complete re-enrolment requirements by early April, at which point the admissions office can begin to process new applications for placement as the

number of student withdrawals can be confirmed. Of course, as soon as withdrawals are confirmed applications will be considered for placement and the earlier we receive notification of student withdrawals the sooner this process can begin.

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Admissions open and applications released to eligible candidates  Re-enrolment process for current families begins for next school year	Assessments for English, foreign language and mathematics are issued to MSHS applicants in grade 6 and above  Applications of eligible candidates reviewed for placement	External language assessments for English as an Additional Language (EAL)  Offers for ES placements begin  Schedule offers for MSHS placements begin	Re-enrolment deadline for returning students  Enrolment process for new families begins for next school year  Internal EAL assessments for current students	Medical information reviewed by School Health Centre team prior to end of school year  Final placements made due to late withdrawals	All enrolment tasks completed  Administrative tasks for new students begins (campus cards, welcome folders, class assignments etc)

# Enquiry



## Begin the process

The application process for each child must begin with an admissions enquiry form which is submitted through the school website. The details you provide in this enquiry form will enable the admissions team to refer to accurate contact information for your family and to determine if your child is eligible to apply to a particular grade level. Families for whom applications are not immediately available may choose to apply at a later date. The admissions team can contact you directly when the application is available to be released to your family. Kindly note, enquiries are not applications and do not guarantee a place on the waiting list.

We strongly encourage early submission of your family enquiry but prior to January of the year you are seeking placement. This enables the admissions team to ensure that you receive timely notification of the opening of admissions.



## Admissions policies

There are many factors that will influence an enquiry for application including:

### **Cultural Diversity Policy:**

UNIS Hanoi values its truly diverse international student body and, in order to retain this diversity, nationality quotas have been applied to our admissions process.

**EAL Policy:** We offer support for non-native English speakers at varying levels dependent upon the grade level and we have quotas for the number of EAL (English as an Additional Language) students in each grade.

**Learning Support:** We include and successfully serve a managed number of students presenting with mild and moderate learning differences and accept students whom we believe can be successful in the daily programme at UNIS Hanoi. Each application will be reviewed on an individual basis to determine learning support needs.

**Prioritisation Policy:** As a school founded by the UN and the Vietnamese government we give priority to UN agency families, diplomatic and expatriate families. We also offer priority to families with siblings already attending the school and returning students.

# Age placement

At UNIS Hanoi we use the cut-off date of 31st August to determine grade allocation for age groups. Here is a sample of the age range for academic placement during the 2018-2019 school year:

## GRADE PLACEMENT AT UNIS HANOI 2018 - 2019

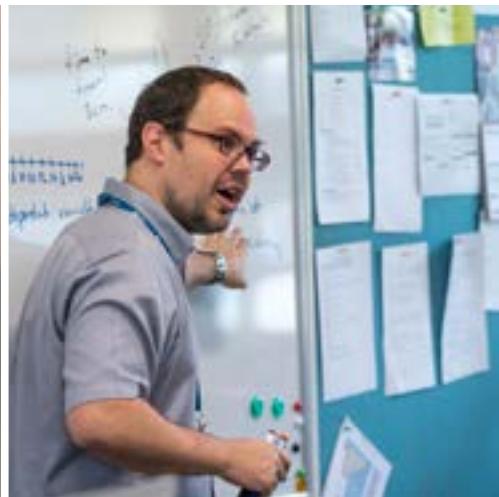
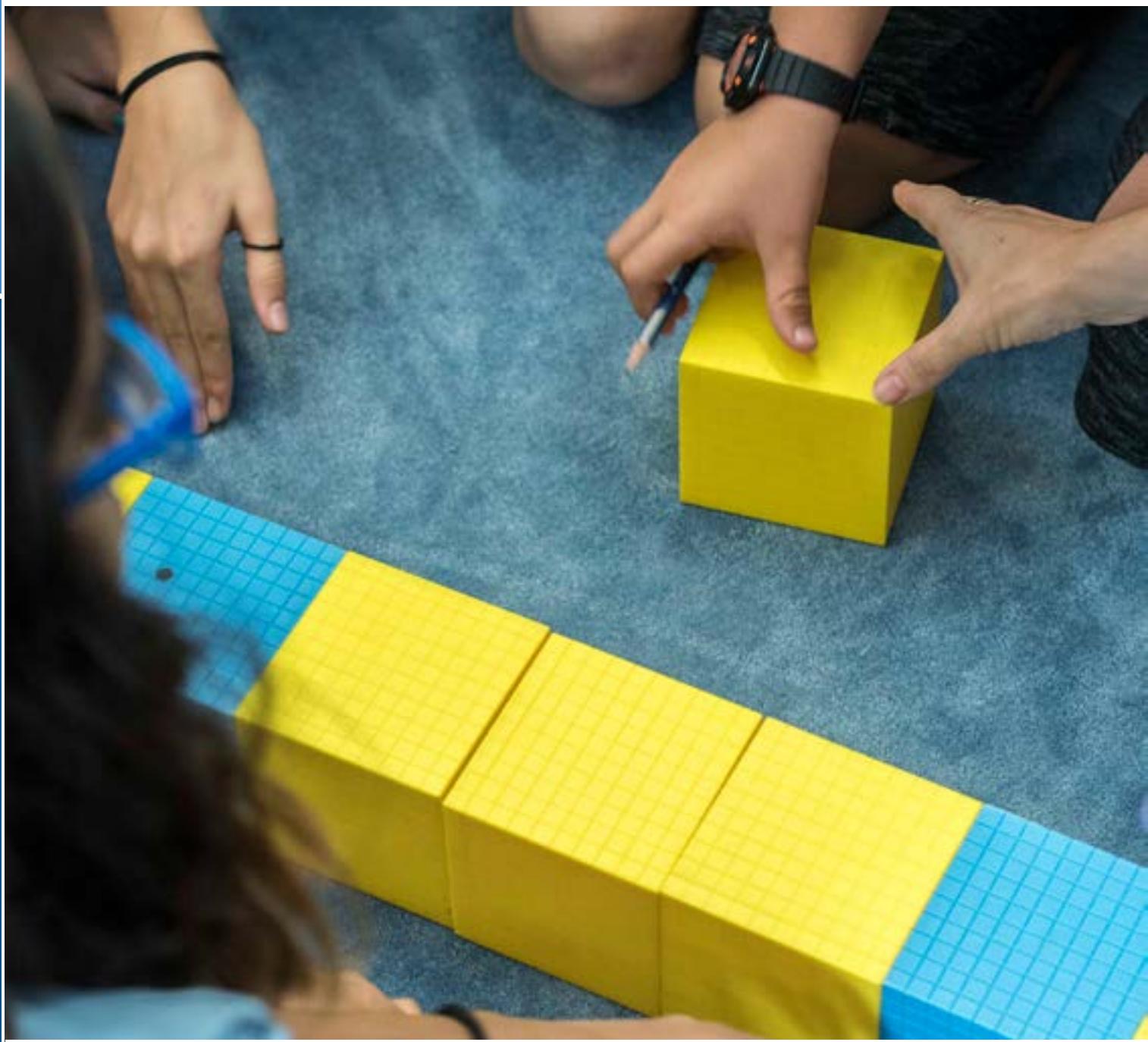
SCHOOL DIVISION	AGE	GRADE	AGE RANGE
<b>Lower elementary</b>	3	Discovery	1 Sep 2014 - 31 Aug 2015
	4	Kindergarten 1	1 Sep 2013 - 31 Aug 2014
	5	Kindergarten 2	1 Sep 2012 - 31 Aug 2013
	6	Grade 1	1 Sep 2011 - 31 Aug 2012
<b>Upper elementary</b>	7	Grade 2	1 Sep 2010 - 31 Aug 2011
	8	Grade 3	1 Sep 2009 - 31 Aug 2010
	9	Grade 4	1 Sep 2008 - 31 Aug 2009
	10	Grade 5	1 Sep 2007 - 31 Aug 2008
<b>Middle school</b>	11	Grade 6	1 Sep 2006 - 31 Aug 2007
	12	Grade 7	1 Sep 2005 - 31 Aug 2006
	13	Grade 8	1 Sep 2004 - 31 Aug 2005
	14	Grade 9	1 Sep 2003 - 31 Aug 2004
<b>High school</b>	15	Grade 10	1 Sep 2002 - 31 Aug 2003
	16	Grade 11	1 Sep 2001 - 31 Aug 2002
	17	Grade 12	1 Sep 2000 - 31 Aug 2001

# Prioritisation explained

As a school founded by the UN and the Vietnamese government we give priority to UN agency families, diplomatic and expatriate families. We also offer priority to families with siblings already attending the school and returning students.

- Priority 1** → UN agency and diplomatic mission dependents
- Priority 2** → Siblings of enrolled students
- Priority 3** → Alumni (returning students)
- Priority 4** → Expatriate dependents
- Priority 5** → Vietnamese dependents

# Application





#### **APPLICATION ITEMS SUBMITTED BY FAMILY:**

- School records
- Questionnaire(s)
- Student passport
- Student photo
- Parent photo(s)
- Payment

#### **APPLICATION ITEMS SUBMITTED BY SCHOOL:**

- Teacher recommendation
- Writing sample (grades 1 to 5)
- Assessments (grades 6 to 11)
- High School transcript

## Documentation requirements

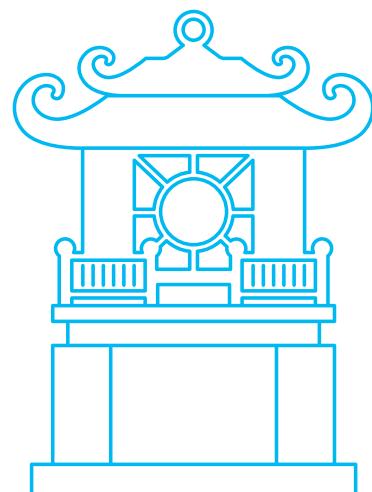
We encourage parents to begin the application process by reviewing the itemised checklist provided. Our online platform is utilised throughout the admissions process and is very user-friendly. Parents should note that school documentation is required for all applicants unless in the case of a pre-school aged student who has not yet attended school. School reports must be presented in English and translations should be verified and stamped by the respective school. We request that parents provide contact details for the child's current teacher in order for us to distribute confidential recommendation forms.

Nominated teachers will receive an email prompt directly from the portal requesting the submission of this recommendation. We may ask parents to follow up with teachers in the event that this information is not provided. The progress of each

child's application can be viewed by parents directly through the admissions portal. Applications will be placed on the relevant waiting list when all required items have been submitted and the application fee payment has been received.

In order to give your child/ren the best possible chance of placement, we strongly encourage you to complete the application as soon as possible. We appreciate that overseas families may not always receive confirmation of employment and travel dates as expected, however, some grade levels may close to new applicants due to the large demand for places. The admissions team will be pleased

to assist your family throughout the application process and answer your questions regarding procedures, policies and the possibility of placement. When your family is available in Hanoi, please contact us to arrange a visit as we would welcome the opportunity to introduce your child/ren to our school.



## Online Admissions Portal

When you proceed to the application phase, parents will receive an automated log-in request directly from the online admissions portal. We trust that you will find this system efficient and easy to use as it will enable you to upload application items directly into our school system. An application checklist and full instructions are provided directly in the portal.

When logged-in, the homepage of the admissions portal will include the application for each child who is eligible to apply along the left-hand side of the page and will look like this:



### Applicants

- Son Test**  
Grade 8 • 2017-2018  
[View Application](#)
- Daughter Test**  
Grade 2 • 2017-2018  
[View Application](#)

### Admission Portal

Welcome to the admissions process at the United Nations International School of Hanoi.

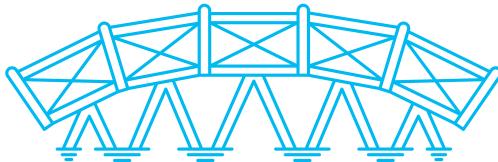
Individual applications have been provided for each child who can apply and are shown on the left-hand side of this page.

Please access each child's application checklist by clicking on their individual profile. Instructions related to each required item can be found directly in the application and in the checklist document linked below. You can manage each application by uploading documents directly into this portal but please do take note of file types that may be specific to individual items.

We do apologise but, unfortunately, this system is not able to support Asian language characters at this time, therefore, please submit your family information in English.

If you require assistance at any point during the application process, please do not hesitate to contact us via email at [admissions@unishanoi.org](mailto:admissions@unishanoi.org) or telephone at +84 24 3758 1551 extensions: 8217 / 8738 / 8220 / 8732 / 8739.

Thank you for your interest in applying to our school.



# Enrolment



## Process

Enrolment is the final stage of the admissions process in which we complete all necessary administrative tasks to ensure your child/ren is/are ready to begin school. Once your family completes enrolment requirements the admissions team will move forward with all other tasks associated with preparing for your family's arrival. Enrolment follows acceptance of an offer of placement and includes requirements such as selection of payment options for tuition and fees, bringing your child/ren to a doctor of your choice for a medical update, submitting visas and contact details for Vietnam and confirming that your family agree to the conditions of attendance at our school.

Enrolment requirements are also completed digitally and a link for the online portal will be provided to you when you enter the enrolment phase.



Enrolment normally takes one week to complete and new students may not begin school until payment has been confirmed and all required medical and immunisation records have been approved by the School Health Centre.

Siblings of students who have completed enrolment in full, inclusive of payment and verification of medical information, will be invited to apply.

## Medical Information

UNIS Hanoi medical forms are required for all applicants and must be inclusive of details of each child's immunisation history. No other medical data is accepted in lieu of the school medical package. All required vaccinations must be documented in the form and confirmed by the physician performing the physical examination. Unfortunately, students who do not provide confirmation that required vaccinations have been administered, shall not be permitted to enroll until sufficient medical information is provided. Our school follows the Centers for Disease Control and Prevention (CDC) guidelines on the administration of vaccinations for enrolment. Further details will be provided during the enrolment phase but should your family wish to complete a medical package in advance of enrolment, please ask your family advisor for assistance.



## **MANDATORY IMMUNISATIONS FOR VIETNAM:**

Polio  
 Diphtheria  
 Tetanus  
 Pertussis  
 Tdap (11-12 years old)  
 MMR (2 doses including Rubella to be administered by 6 years of age)  
 Varicella  
 Yellow Fever Certificate (if coming from a yellow fever infected area)

## **RECOMMENDED IMMUNISATIONS FOR VIETNAM:**

Hepatitis A  
 Hepatitis B  
 Typhoid  
 Haemophilus Influenza Type B (HIB)  
 Japanese Encephalitis  
 Rabies



## **Transition**

We want your child/ren to experience the best possible start to school, therefore, if your family is enrolling during the school year and you will not be able to attend either of our school-wide orientation programmes in August or January, the admissions team will be pleased to facilitate an individual welcome programme for your family when your arrival date has been confirmed. For elementary students, orientation may take place on the day before or the first day of school pending approval by the School Principal. For middle and high school students who are enrolling into grade 6 and above, a half-day orientation programme must be facilitated by prior arrangement before students can begin classes.

We appreciate that you may not have all your family contact and address details available during the enrolment phase but you can update these as they are available to you. We would also appreciate that you submit the most recent/final school report for each child and the official high school transcript if your child is enrolling into grade 10 or the second semester of grade 9 at our school.

If you have any questions along the way, please do not hesitate to contact your family advisor or any member of the admissions team for assistance. We are here to help and support you.

**We look forward to assisting your family throughout the admissions process!**



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