



Application Checklist

For an application to be complete and ready for consideration, parents must fill the online application and submit the following documents. You can upload all documents with pdf on the online application. The admissions office might require any documents necessary to verify the applicant's residency, parental, citizenship status or school records. BIFS Admissions will not review the submitted online application until your application fee has been paid. BIFS does not return any documents you submitted.

| | ELC | Elementary | Middle School | High School |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Documents | | | | |
| All Applicants | | | | |
| Application Fee (Non-refundable, KRW 250,000) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online Application (http://bifskorea.openapply.com) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Passport copies for parents and student | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student's photo (jpg file, taken within the last 6 months) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of the past 3 years of school reports (in English) | if available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English Essay | N/A | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| Recommendation Letter (When you apply online, the form will be sent to teachers directly.) | N/A | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| High School Transcripts (in English) | N/A | N/A | N/A | <input type="checkbox"/> |
| Foreign Applicants | | | | |
| Copy of front and back of alien registration card for parents and student | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Birth Certificate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Korean Applicants | | | | |
| Certificate of Family registration (Original copy) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of Exit and Entry for parents and student (Original copy) - must show that the child has resided at least 1095 days outside of Korea - If the child has dual citizenship, a certificate of each passport is required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of 3 years of schooling outside of Korea | if available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Documents (The following additional documents are required before the first day of school.) | | | | |
| Medical Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vaccination Record | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Transportation Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bus Operation and Rules Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Academic Honest Policy (G6 ~ G12, 2016-17) | N/A | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Language Choices (G7, 2016-17) | N/A | N/A | N/A | <input type="checkbox"/> |
| Course Selection (G9 and G10, 2016-17) | N/A | N/A | N/A | <input type="checkbox"/> |
| IB Subject Options (G11, 2016-17) | N/A | N/A | N/A | <input type="checkbox"/> |

Application Fee payment details: Please contact finance@bifskorea.org if you have any questions regarding fees.

Bank Name : Korea Exchange Bank
 Branch Name : Haeundae Sindosi
 Account Number : 630-007509-930
 Swift Code : KOEXKRSE
 Bank Address : 27 Cheongsapo-ro, Haeundae-gu, Busan, 48113
 Beneficiary Name : Busan International Foreign School(부산국제외국인학교)
 Beneficiary Address: 50 Gijang-daero, Gijang-eup, Gijang-gun, Busan, 46081
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