School Profile

If your school has an official school profile that covers the items requested below, please provide the official school profile instead of submitting this form. (School Profile is not required for Japanese High Schools.)

This form may be filled in by a school official in English.

*If you are typing your responses, please make sure that **all text fits within the printable area so that it is not cut off when printed.**

Basic School Information

School Name	(in English)			
	(in the original language)			
Address			Country	
Website		Email		
Accreditation(s)	*List all accrediting organizations. eg. Ministry of Education, WASC, CIS, IBO etc.*			

Name of the diploma/certificate conferred (to be conferred)

(in English)
(in the original language)

e.g. IB Diploma, GCE A-Level, NCEA Level 3 Certificate, High School Diploma etc.

Curriculum/Academic Program

Grading System

e.g. A-F (F=fail), 1-6 (1=highest, 6=fail), 100-0 (>40 Fail)

Academic Calendar

☐ Semester ☐ Trimester ☐ Quarter ☐ Others( )

term/semester	Starting month - Ending month	term/semester	Starting month - Ending month
1st	-	3rd	-
2nd	-	4th	-

e.g. April-June, September-November, December-March

Attach a separate sheet if you have any other information you can provide.

Please print this out (making sure no text is cut off), sign and give it to the applicant.
Thank you for your cooperation.

Name			
Title		Email	
Signature (Please Hand-write.)		Date (Please Hand-write.)	