2026-2027 Academic Year Q3 Cheongna Dalton School Admissions Guideline



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1. Recruitment Policy

1) CDS does not discriminate based on race, religion, nationality, gender, or any other legally protected status in administration of its educational policies, admissions policies, and other school administered programs.

2. Eligibility

1) Applicants must meet at least one of the following to be eligible for admission.

(1) At least one of the parents must hold a foreign passport. If a parent is a dual national holding both a Korean passport and a foreign passport, then the parent is considered a Korean national.

(2) Applicants who have been abroad for more than 3 years (1,095 days), whether consecutively or nonconsecutively, are eligible to apply.

(3) Applicants who have been abroad to study for more than 3 years (6 semesters), whether consecutively or nonconsecutively, are eligible to apply.

※ Applicants who are studying at a non-accredited school at the time of applying to CDS are not eligible to apply.

2) Grade/Age Chart

Grade		Month of Birth
First Program	Pre-Kindergarten	2021/09 ~ 2022/08
	Kindergarten	2020/09 ~ 2021/08
	1	2019/09 ~ 2020/08
	2	2018/09 ~ 2019/08
First Program	3	2017/09 ~ 2018/08
	4	2016/09 ~ 2017/08

Grade		Month of Birth
	5	2015/09 ~ 2016/08
Middle School	6	2014/09 ~ 2015/08
	7	2013/09 ~ 2014/08
	8	2012/09 ~ 2013/08
High School	9	2011/09 ~ 2012/08
	10	2010/09 ~ 2011/08
	11	2009/09 ~ 2010/08
	12	2008/09 ~ 2009/08

(1) Applicants who do not meet the required birth month for each grade level must explain the individual's exceptional circumstances in detail to the admissions office through official documents. The admissions office may not approve applications for the exceptional grade.

3) Confirming eligibility for applications is conducted by the admissions office according to the following procedures.

(1) Review the application form and confirm payment of the application fee.

(2) Send a confirmation letter of application acceptance and request applicants submit other supporting documents to the admissions office.

(3) Those who have not met the qualifications at the time of applying, but who expect to be fully qualified before admission, must contact the school admissions office in advance to explain the situation in detail to make sure the application process is proceeding conditionally. However, even if the applicants received a conditional offer, admissions will be canceled if the qualifications are not met by the designated time.

3. Submission of Admissions Documents

1) Common documents for all applicants

(1) Passport Copies: Photocopy of the passport of the applicant and his/her parent (or legal guardian), if dual national, submit copies of two passports from both countries

(2) Agreement Forms: Parent Agreement Form, Refund Policy Agreement Form, Waiver of Liability Form

(3) Transcripts: Genuine copy of transcripts or report cards for the past three years, including the current school year. The transcripts or report cards must be written in English.

(4) Recommendation Letters: Sent directly from recommenders to the admissions office.

- First Program applicant - Homeroom teacher or school counselor's recommendation
- Secondary School applicant – School counselor, English, and Math teacher's recommendation

(5) Medical Forms

- Medical history forms filled out by parents (1st, 2nd pages)
- Medical exam form filled out by a physician (3rd page only)

(6) Optional Submission

Official Results of Standardized Tests such as MAP, SSAT, PSAT, SAT, ACT or others.

2) Eligibility document for applicants who stay abroad for more than 3 years

(1) Certificate of Entry and Exit

3) Eligibility document for applicants who study abroad for more than 3 years

(1) Transcripts for 3 years or a certificate of attendance

4) Eligibility documents for applicants with a parent(s) holding a foreign passport

(1) Certificate of family relationship or birth certificate (student)

(2) Photocopy of alien registration card (parent or legal guardian)

5) How to submit the documents

(1) All documents can be submitted via email, with itemized color scans of original documents. Photographs are not considered documents and are not acceptable.

(2) Once documents are submitted via email, no need to mail original documents to the admissions office unnecessarily.

(3) The admissions office may request additional materials from applicants as needed.

(4) In case of incomplete documents, the reason must be explained in detail to the admissions office. The admissions will be canceled if the documents are not submitted by the designated time.

4. Admissions Calendar: **Q3-January Enrollment**

This is the procedure for the Q3 enrollment of the 2026-2027 school year.
The specified dates may change due to internal circumstances of the school and will be announced on the website.

Procedure	Date (YYYY/MM/DD)	Method	Remark
Submit Online Application Form	2026/8/3 ~ 2026/8/28	Online Application on the CDS website	- Applications may be submitted until the application deadline regardless of the number of applicants.
Pay Application Fee	2026/8/3 ~ 2026/8/28	The application fee: KRW 300,000 Wire-Transfer to: IBK 955-009331-04-024 (Account Holder: Cheongna Dalton School)	-Admissions start once you pay the application fee. - The application fee is non-refundable. - The sender's name must be the same as the student's name on the application form. - Once the application submission and payment details are confirmed, a confirmation letter is emailed.
Submit Admissions Documents	2026/8/3 ~ 2026/9/11	Upload all required documents through OpenApply	- Refer to No.3 for documents - Submit the documents within 2 weeks from the confirmation letter notice. - Screen the submitted documents.
MAP Test	2026/8/24 ~ 2026/9/11	Administered on campus	- Conducted on a first-come, first-served basis according to

Procedure	Date (YYYY/MM/DD)	Method	Remark
		(Arrangements can be made for applicants residing overseas.)	the completion of document submission. - If an overseas applicant is unable to visit the school, an online test may be arranged.
Announcement of 1st-Round Admitted Applicants	2026/9/28	Individual notification by email	- Interviews will be conducted only for applicants who pass the first round. - First-round applicants will be selected based on a comprehensive review of submitted documents, MAP Test results, and other relevant information. - Interviewees will be selected at no more than twice the number of available seats for each grade level.
Interview	2026/10/3~ 2026/10/30	On-campus interview: Oct. 3 Online interview: Oct. 6 – Oct. 30 (for applicants unable to attend an on-campus interview)	- For applicants residing overseas who are unable to visit the school, an online interview may be arranged in consultation with the school.
Admission Result Notification	2026/11/6	Individual notification by email	- Notify both admitted and failed applicants - Depending on the characteristics of each grade level and the progress of the admissions process, applicants who participate in an on-site interview may be individually notified of their admission decision before the

Procedure	Date (YYYY/MM/DD)	Method	Remark
			scheduled announcement date.
Payment & Enrollment	2026/11/9 ~ 2026/11/30	1st Registration: Nov. 6 – Nov. 10 2nd Registration: Nov. 11 – Nov. 17 3rd Registration: Nov. 18 – Nov. 24 Late Registration: Nov. 25 – Nov. 30 ※ Please refer to the "Enrollment Registration for Applicants" for detailed information.	- Applicants must complete enrollment registration within the registration period announced by the school. Failure to register within the designated period may result in cancellation of admission.
The January Enrollment of the 26-27 school year	January 20, 2027	The first day of school	- Official Enrollment

5. Application Procedure

※ First-round admitted applicants will be announced after the document review and MAP Test.

Document Review → MAP Test → 1st-Round Selection → Interview → Final Admission

1) MAP Test

(1) The MAP test is conducted according to the grade level applied. (However, applicants for Pre-K are exempt from the test.)

(2) Applicants who submit MAP test scores for the same rounds to be implemented by the admissions office may be exempted from the admission MAP test.

(3) If applicants are unable to take the on-site test due to being abroad, you must contact the admissions office at least 7 working days prior to the test date to inquire about the availability of the online test.

2) Interview

(1) An interview is mandatory for all applicants from Pre-K to G10.
(2) An in-person interview is preferred. If applicants are unable to meet the in-person interview due to being abroad, an online interview will be arranged.
(3) If the applicants for Pre-K, K, and G1 grades have the online interview inevitably, their parents must participate in the online interview together.

Evaluation Area	Evaluation Contents
Learning Ability	Motivation
	Further Academic Plan
	Self Discipline
Character	Personal Traits, Attitude, and Values
Language	English Proficiency (Speaking, Writing)
Others	Overall

3) Enrollment Registration for Admitted Applicants

(1) First Registration

- Nov. 6 – Nov. 10: Initial admitted applicants must pay the Capital Fee.

- Nov. 11 – Nov. 17: Applicants who have completed the Capital Fee payment must pay the tuition fee.

- Failure to pay the Capital Fee within the designated period may result in cancellation of admission.

(2) Second Registration

- Nov. 11 – Nov. 17

- Additional admitted applicants will be selected and registered from the Waitlist (alternate applicants) to fill vacancies resulting from unpaid Capital Fees.

- Additional admitted applicants must pay both the Capital Fee and tuition fee within the registration period.

(3) Third Registration

- Nov. 18 – Nov. 24

- If vacancies occur due to admission cancellations after the 1st and 2nd registration periods, additional applicants will be selected from the Waitlist (alternate applicants) within the enrollment capacity.

- Additional admitted applicants must pay both the Capital Fee and tuition fee within the registration period.

※ If admitted applicants fail to complete registration and payment within the designated period for each round, their admission may be cancelled. Any resulting vacancies will be filled through the Waitlist.

※ Others ※

1) Applicants are responsible for checking and responding to the admissions procedures and notices, such as submitting, taking tests, or paying fees.
2) Applicants are responsible for understanding and acknowledging the contents of the documents written in English, such as the application form and the agreement forms from CDS.
3) Applicants are responsible for thoroughly submitting any pending documents, such as a certificate of entry and exit, the latest transcripts, etc. All admission documents must be submitted before official enrollment.
4) If there is a false statement in the submitted documents, one's application will be canceled, and legal punishment may be imposed for forging official documents.
5) The contents of this guideline are subject to change without notice depending on school regulations and changes to the operation plan.

6. Inquiry

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