



High  
Schools  
International

# Main Application

Our Main Application form explained  
for Partner Agencies

[High Schools International Online Main Application Form](#)



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# Main Application

## Partner Agency guide to using the HSI Main Application Form

1. Open Main Application Form ([click link](#))
2. Send to parents
3. Parents receive link to the Main Application (see also Parent Main Application Guide)
4. Download the supporting documents (medical, parent consent etc.) from the [HSI website](#) and forward to the parents
5. Parent returns completed Main Application
6. Parents complete supporting documents and return to you by email
7. Confirm all sections are completed
8. Submit to HSI
9. Receive Email confirmation

# 1. Main Application Links

The below links give to access all HSI Online Application content. This includes Pre and Main Application forms and parent Main Application guidance, via the HSI website:

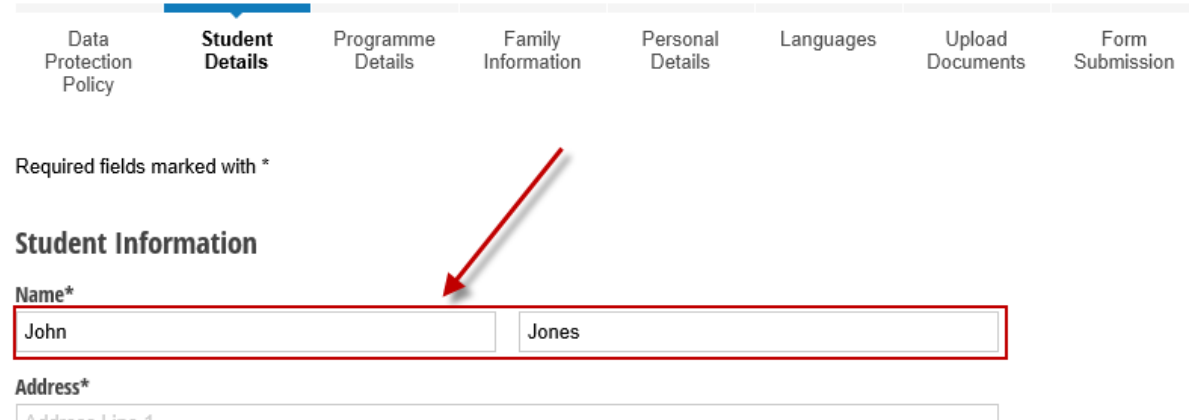
[Online Main Application Form](#)

[HSI Website - Online Applications Guidance](#)

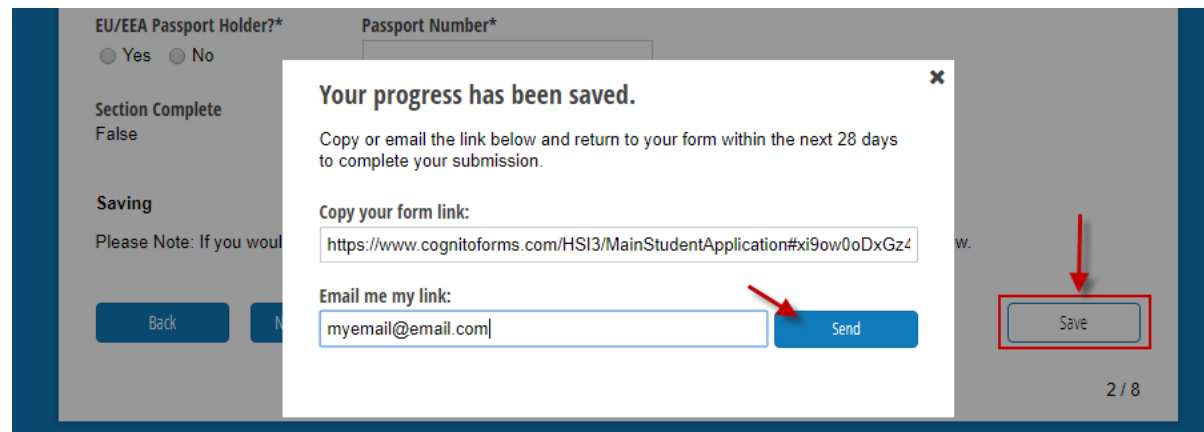
## 2. Sharing the Main Application

Use the Save feature to send the application to Parents directly. To share the form:-

1. Enter the student name in the *Student Details* section.
2. Click the *Save* button found at the bottom of the page.
3. Enter the email address of the parent.
4. Click *Send*.



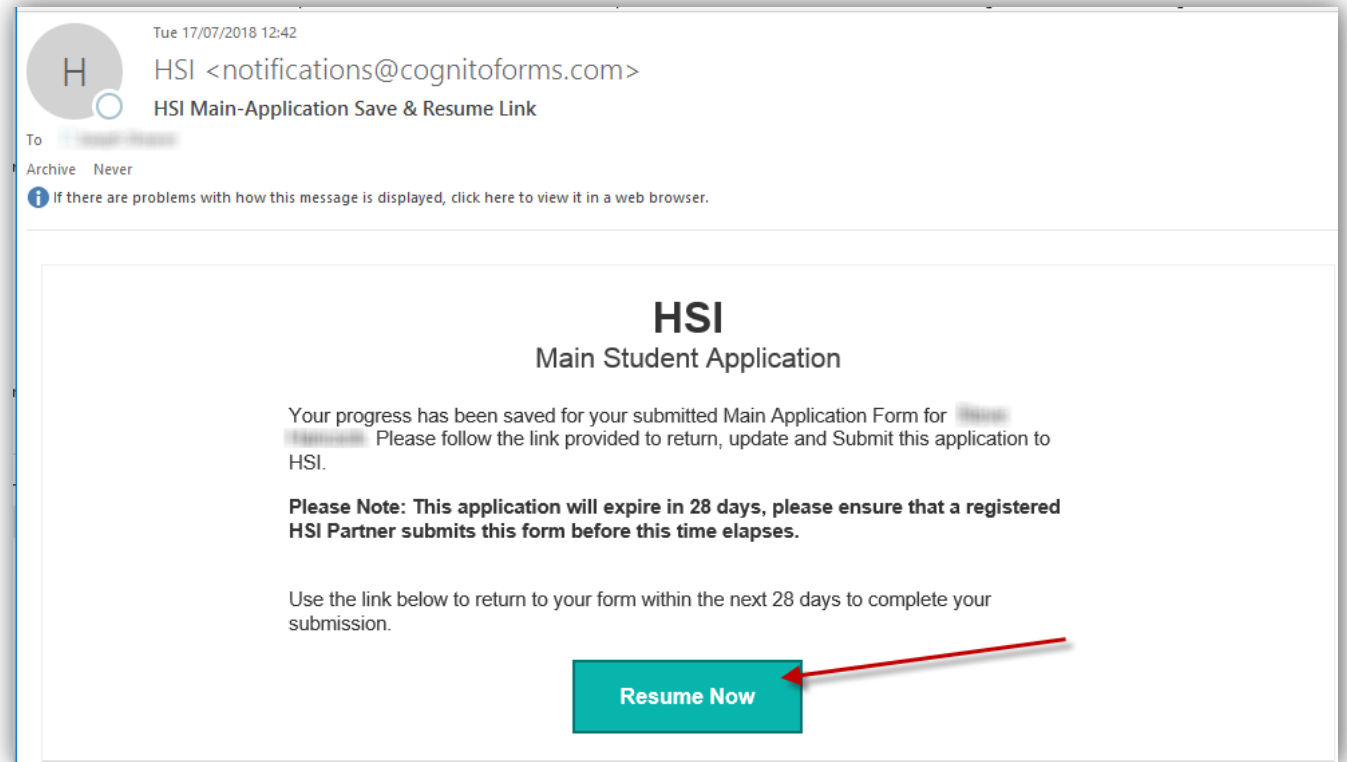
The screenshot shows the 'Student Details' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Student Information'. Under this section, there are two input fields: 'Name\*' and 'Address\*'. The 'Name\*' field is divided into two parts, with 'John' entered in the first part and 'Jones' entered in the second part. A red arrow points to the 'Name\*' field. The 'Address\*' field is empty.



The screenshot shows a dialog box titled 'Your progress has been saved.' with a close button (X) in the top right corner. The dialog box contains the following text: 'Copy or email the link below and return to your form within the next 28 days to complete your submission.' Below this text, there are two sections: 'Copy your form link:' and 'Email me my link:'. The 'Copy your form link:' section has a text input field containing the URL 'https://www.cognitoforms.com/HSI3/MainStudentApplication#xi9ow0oDxGz4'. The 'Email me my link:' section has a text input field containing the email address 'myemail@email.com|' and a blue 'Send' button. A red arrow points to the 'Send' button. In the background, the 'Save' button is highlighted with a red box and a red arrow points to it. The background also shows the 'EU/EEA Passport Holder?' section with 'Yes' and 'No' radio buttons, and the 'Passport Number\*' field.

### 3. Parents Receive Main App Link

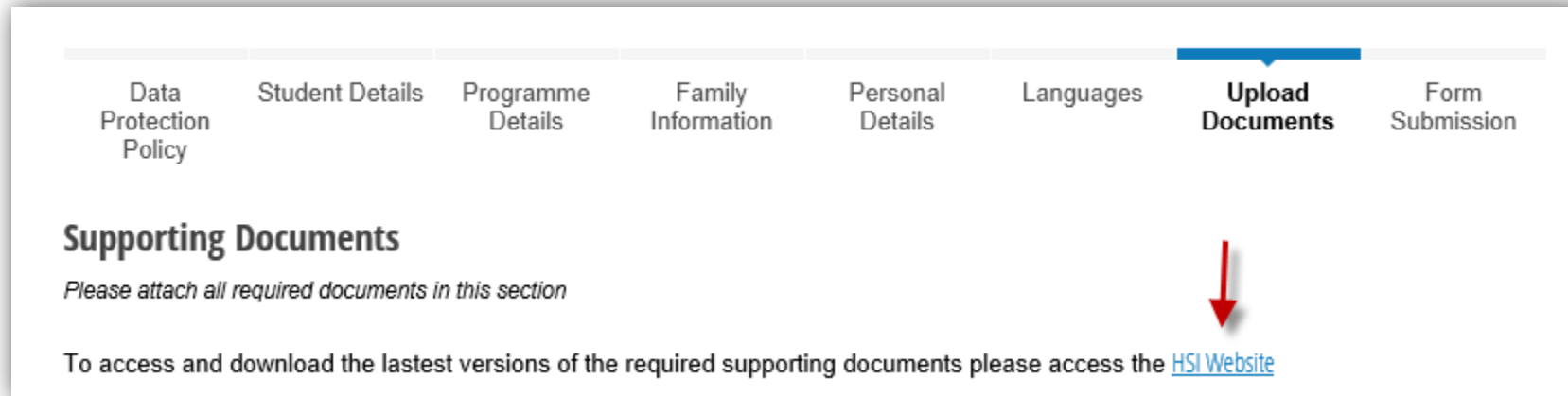
Parents receive email that contains link. Click the '**Resume Now**' link to open and begin completing your HSI Main Application form.



## 4. Download Supporting Documents

Use the link in the *Upload Document* section of the application form to access the [HSI Website](#). The required supporting documents for a Main Application can be found here or in the [HSI Partner Portal](#).

Email the documents to parents for their completion. Once completed, parents should return these documents to you to upload in this section of the Main Application form.

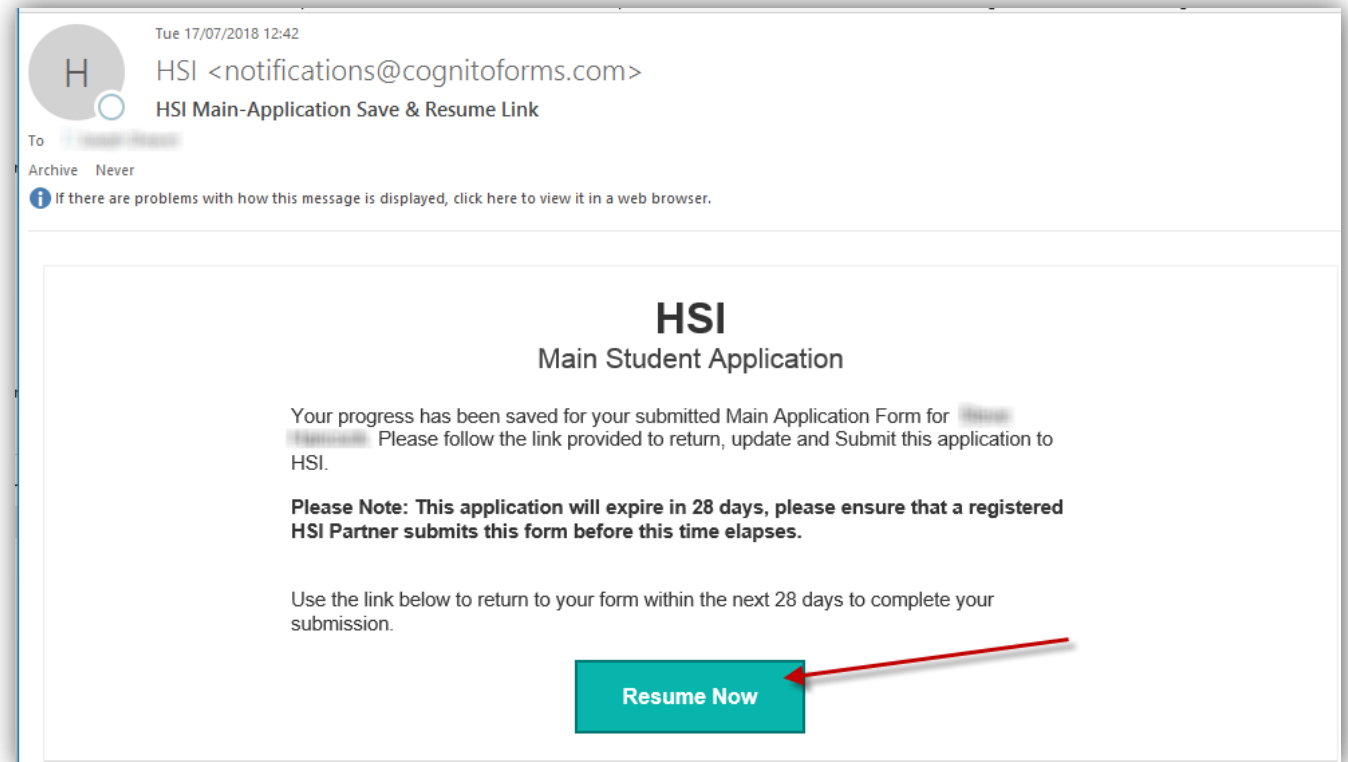


The screenshot shows a horizontal navigation bar with eight tabs: 'Data Protection Policy', 'Student Details', 'Programme Details', 'Family Information', 'Personal Details', 'Languages', 'Upload Documents', and 'Form Submission'. The 'Upload Documents' tab is highlighted with a blue underline. Below the navigation bar, the section is titled 'Supporting Documents' in bold. Underneath this title is the instruction 'Please attach all required documents in this section'. At the bottom of the section, there is a line of text: 'To access and download the latest versions of the required supporting documents please access the [HSI Website](#)'. A red arrow points downwards from the 'HSI Website' link.

# 5. Parent Return Main Application

Once completed, the parent will return the Main Application to you for submission using the *Save* process (Click the 'Save' button at the bottom of any section. Enter the email address of the agent. Click *Send*).

You will receive an email containing a link to the application.



# 6. Confirm Form Completion

Access '**Form Submission**' section to check if all sections are showing as complete.

Note: For all incomplete section confirm that all fields marked with \* contain information.

Data Protection Policy	Student Details	Programme Details	Family Information	Personal Details	Languages	Upload Documents	Form Submission
<b>Section Status</b>							
<i>Please ensure that you complete each of the sections in this Application by updating all Required fields marked with *</i>							
<b>Incomplete Sections</b>				<b>Completed Sections</b>			
Programme Details ▲				Student Details ✓			
Family Information ▲				Personal Details ✓			
Languages ▲							
Upload Documents ▲							



# 7. Submit Completed Form

Once all sections are complete in the '**Form Submission**' section select '*I am a Registered Partner of HSI*' and complete the fields shown before clicking '*Submit to HSI*'.

If you are unsure of your Agency ID please email [partners@hsinet.org](mailto:partners@hsinet.org).

### Submit Application to HSI

**Saving**  
Please Note: If you would like to save your progress and return at a later stage please click the Save button below.

**Confirm that you are a registered partner of HSI? \***

I am a Registered Partner of HSI ☐

**Agency Name \***

**Please enter your H.S.I. Agent ID \***

**Name of Person Submitting Form \***

**Contact email of person submitting form \***

**Head Office Email**

**Head Office:** If the Head Office email address is entered a copy of the confirmation message will be sent to the address you have entered.

**Submission Note:** Following submission of this item you will receive a pdf containing the details of the submission you have made via an email sent to the email address you have entered.

## 8. Submission Confirmation

Following successful submission of the Main Application form a confirmation email will be sent to the contact Email address entered in the '*Form Submission*' section.

This email will include all the details submitted in a PDF along with copies of all attached supporting documents.

Note: A copy and this email will also be sent the Head Office email address (if you have chosen to enter this information).