Congratulations, you've been accepted to SSFS! Below are **step-by-step instructions for how to access and sign your online enrollment contract** for 2020-2021, **send a wire transfer,** and **prepare for the upcoming school year**. Questions about your enrollment contract? Contact Dawn Griffith (Dawn.Griffith@ssfs.org, or 301-774-7455 x231). Technical issues accessing your contract? Contact the SSFS Technology Department at tech@ssfs.org, or 301-774-7455 x111.

祝贺你被 SSFS 录取！以下提供了**详细的指导，让你了解如何访问和签署 2020-2021 年网上注册合同**，通过电汇付款以及**为即将到来的学年做好准备**。如果你对注册合同有任何问题，请联系 Dawn Griffith (Dawn.Griffith@ssfs.org，或 301-774-7455 x231)。如果出现技术问题，你无法访问合同，请联系 SSFS 技术部门，tech@ssfs.org, 或 301-774-7455 x111。

STEP ONE:
第 1 步：

Set up an SSFS My BackPack account & sign your contract
设置 SSFS My BackPack 帐户并签署合同

Accepted families are sent a "congratulations" acceptance email from the Admissions Office at SSFS that includes a username (typically, the first five letters of your last name, first two letters of your first name, and a number), along with a unique link to set up your password for an SSFS parent account. Please follow the instructions below to set up your account and sign your contract.
* Reset your password for your My BackPack Account: Click on the link provided in the acceptance email from admissions@ssfs.org. This will prompt you to reset your password.

被录取的新生家庭会收到来自 SSFS 招生办公室的祝贺录取电子邮件，其中包括用户名（通常是你姓氏的前五个字母，名的前两个字母和一个数字），以及一个独有的链接，用来设置 SSFS 家长帐户的密码。请按照以下指导设置你的帐户并签署合同。
* 重置 My BackPack 帐户的密码：单击发自 admissions@ssfs.org 的录取电子邮件中提供的链接。这将提示你重置密码。

Note: The unique link in the email expires in approximately 10 days; after the expiration date, the link will send you to a login page, where you can click the "Forgot password" link to reset your password.
*注：*电子邮件中独有的链接将在大约 10 天后到期; 在到期之后，该链接将把你引导至登录页面，你可以在其中单击 "Forgot password（忘记密码）" 链接以重置密码。

* Go to the Enrollment Contract page: Once you are logged in to your My BackPack home page, please click the "Enrollment/ Re-Enrollment" link. This will take you to your Enrollment Contract page:

*转到 "Enrollment Contract（注册合同）" 页面：登录 My BackPack 主页后，请单击 "Enrollment/Re-Enrollment（注册/重新注册）" 链接。这将带你进入 "Enrollment Contract（注册合同）" 页面：

* Review/Confirm Your Profile Information: Click the "Review Contract" icon - - to view your profile information (such as email address/es, mailing address/es, phone number/s, and work information). If needed, click the "Edit" button to make changes, then click the "Save" button. (After making edits, you will see the following text: "Profile changes have been submitted and will not be published until they have been reviewed," at which point you can click the "Done" button.) If everything is correct, check the ☐ My Profile is Up to Date box, and then click Submit .

*审核/确认你的个人资料信息：单击 "查看合同" 图标 - - 来查看你的个人资料信息（例如电子邮件地址、邮寄地址、电话号码和工作信息）。如果需要，单击 "Edit（编辑）" 按钮进行更改，然后单击 "Save（保存）" 按钮。（编辑完成后，你将看到以下文字："Profile changes have been submitted and will not be published until they have been reviewed（个人资料更改已提交，在审核完成之前不会发布）。"此时你可以点击 "Done（完成）" 按钮。）如果一切正确，请勾选 ☐ My Profile is Up to Date 框，然后单击 Submit 。

* **Click View Contract and Select a Payment Plan:** Once you see the Profile Successfully Reviewed icon (　　　) then you can click the "View Contract" icon (　　　) and select a payment plan from the options.
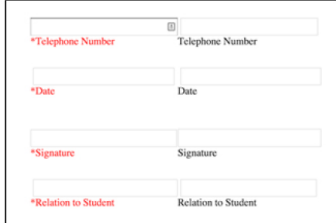
***单击"查看合同"并选择付款计划：** 看到"成功审阅个人资料"图标后（　　　）你就可以单击"查看合同"图标（　　　）并从选项中选择一个付款计划。

Note that all **new domestic and international families are automatically enrolled in the Tuition Refund Insurance Plan**. (See more about the Tuition Refund Plan at https://www.ssfs.org/admission/tuition-refund-plan)

请注意，所有**国内和国际的新家庭都会自动加入学费退款保险计划**。（学费退款计划的详情请见 https://www.ssfs.org/admission/tuition-refund-plan ）

* **Electronically sign the contract:** Input information in the required fields and click the "Submit" button.

***以电子方式签署合同：** 在必填字段里输入信息然后单击"Submit（提交）"按钮。

*Telephone Number	Telephone Number
*Date	Date
*Signature	Signature
*Relation to Student	Relation to Student

STEP TWO:
第 2 步：
Submit your payment to complete the enrollment process
发送付款以完成注册过程

After you electronically sign and submit your enrollment contract, please send your payment via wire transfer. **Wire transfer instructions** can be found online: https://www.ssfs.org/admission/fax-wire-transfers

以电子方式签署并提交注册合同后，请通过电汇方式发送付款。**电汇说明**可在网上找到：https://www.ssfs.org/admission/fax-wire-transfers

Please note that your enrollment is not complete until we have received your wire transfer. If you have questions regarding your payment, please contact our controller, Jessica Groeger, via email at jessica.groeger@ssfs.org or by phone at 301-774-7455 x181.

请注意，你的注册工作让我们收到汇款之后才算完成。 如果你对付款存任何疑问，请通过电子邮件 jessica.groeger@ssfs.org 或致电 301-774-7455 x181 来联系我们的财务总监 Jessica Groeger。

Once we have received your payment, we will issue the I-20 Form to secure the F-1 Student Visa. International students will be placed with either a host family (a current SSFS family/staff/faculty), or in the School dormitory, based on space availability.

一旦我们收到你的付款，我们将签发 I-20 表格以便你申请 F-1 学生签证。将根据空屋情况安排国际学生入住寄宿家庭（现存 SSFS 家庭/教职员工）或学校宿舍。

STEP THREE:
第 3 步：
Get ready for the upcoming year!
为即将到来的一年做好准备！

We can't wait to welcome your family to campus for the 2020-2021 school year! Please be sure to **bookmark the "Summer & Back-to-School Information" page for your child's division** (listed below). This is your one-stop location for important items like Health Forms, Bus and Aftercare Sign-Up, Book Ordering, Summer Reading, Technology Information, Orientation and Welcome Events, & more.
* Middle School: https://www.ssfs.org/academics/middle-school/ms-summer-back-to-school-info
* Upper School: https://www.ssfs.org/academics/upper-school/us-summer-back-to-school-info

我们迫不及待地欢迎你的家人来到校园参加 2020-2021 学年的活动！请务必把**你的孩子所让学部的"Summer & Back-to-School Information（夏季和返校信息）"页面（下面列出）加上书签**。所有重要事项在该页面上一览无余，如健康表格、公交车和课后班注册、书籍订购、夏季阅读、技术信息、迎新活动和欢迎活动等。
* 初中部：https://www.ssfs.org/academics/middle-school/ms-summer-back-to-school-info
* 高中部：https://www.ssfs.org/academics/upper-school/us-summer-back-to-school-info