



INTERNATIONAL STUDENT ENROLLMENT CHECKLIST

Student: _____

Grade: _____

School Year: _____

To begin the application process, please complete and return the following items in English:

- _____ Application for Admissions – *student picture attached; local address, guardian’s information.*
- _____ Enrollment Form – local address and guardian’s information
- _____ International Addendum – foreign address and parent’s information.
- _____ Parent/Student Agreement – *signed by guardian*
- _____ Certificate of Immunization Status (CIS) **or** Certificate of Exemption (CES)
- _____ Student Release Authorization Form (Prek – 5th only)
- _____ Christian Life Essay (6th-12th grades)
- _____ Official Transcript (9th-12th Grades) or Report Card (1st-8th Grades)
- _____ Electronic Device Agreement, Code of Conduct, & Statement of Understanding
- _____ TOEFL or SLEP score (<http://www.ets.org/toefl>)
- _____ Proof of Income
- _____ I-20 Transfer Release Form (if student already holds I-20 forms)
- _____ Copy of Visa/Passport
- _____ \$200 – Enrollment Fee

Following receipt of the above documents, forms, and fees you will be contacted to schedule the following:

- _____ Entrance Exam – *to be completed upon student’s arrival. (\$25 fee due at time of testing)*
- _____ Entrance interview – *to be completed upon student’s arrival.*

Referred to CFS by: _____

<u>FOR OFFICE USE ONLY</u>	<u>DATE</u>	<u>INITIAL</u>	<u>NOTES</u>
Interview w/ Guardian:	_____	_____	_____
Transfer/Issue I-20 document (1-3 day turnaround)	_____	_____	_____
Entrance Exam:	_____	_____	_____
Entrance Interview: Mr. Puddy	_____	_____	_____
Accept / Decline	_____	_____	_____
Financial Office	_____	_____	_____
Letter Sent	_____	_____	_____
Data entered in Focus	_____	_____	_____