



INTERNATIONAL STUDENT ADMISSIONS PROCESS

WOODLAND CHRISTIAN SCHOOL

Please follow steps below whether applying for new I-20 or an F-1 transfer*

STEP 1: Complete and Submit Application Materials

All materials can be downloaded at www.woodlandchristian.org. You can print the forms, fill them out by hand, and mail them to the school, or you can download the templates, complete them on your computer and email to the school.

- International Student Application
- Student Questionnaire (must be completed by the STUDENT)
- English Teacher Recommendation (Grades 6-12 only)
- Character Recommendation (Grades 6-12 only)
- Statement of Understanding
- Immunization Record (download the following form: <http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/cdph286.pdf> for student's doctor to complete and for student to present when he or she arrives at the school)
- International Student Financial Guarantee
- Copy of student's passport (If student is transferring from another school in the United States, copy must include F1 visa stamp)
- Copy of the student's most recent academic records (high school students must have transcripts translated into English including the 9th grade)
- A \$150 application fee

STEP 2: Interviews and English Assessment

- Arrangements are made for SLEP testing or TOEFL scores
- Student interviews with principal/administrator via webcam or Skype
- Host family and/or sponsor interview with principal/administrator
- Submit completed Guardianship Authorization form

STEP 3: Acceptance and Issuance of I-20

- Woodland Christian School will notify family of acceptance or non-acceptance. If student is accepted, the school will send an official notice of acceptance. At that time student will need to pay \$400 to complete registration.
- Woodland Christian School will fill out an I-20 form and give it to United States guardian. Guardian is responsible for sending the I-20 to the student's family.
- Parents take the I-20 and applies for an F-1 visa
- Once F-1 visa is received, family faxes or emails a copy to Woodland Christian School

STEP 4: Fees, Travel Plans and Original Documents

- Family must notifies school of student arrival date
- Tuition and student fees must be paid before the student attends class
- Student must bring immunization records and proof of medical insurance (If student needs international medical insurance see <http://www.internationalstudentinsurance.com/> or www.imglobal.com)
- Student and guardian must meet with school counselor at least one day before student can begin classes
- High school students must bring official transcripts (translated into English) including the 9th grade coursework, before students can be enrolled in classes

NOTE: Transfer Students will receive an updated I-20 after all fees and documents have been submitted and the previous school performs the transfer process