



## 2012 - 2013 INTERNATIONAL STUDENTS APPLICATION CHECK LIST

Please complete an Application Form for each student and type or print clearly. A non-refundable application/testing fee of \$500 U.S. dollars for international students must be attached to each application. Pinecrest Academy accepts a very limited number of international applicants each year in grades 7<sup>th</sup> – 11<sup>th</sup>, and we do not accept I-20 students in grades PK – 6<sup>th</sup> or 12<sup>th</sup> grade.

### PHASE 1:

- Non-refundable Application Testing Fee** of \$500 U.S. dollars.
- Completed and Signed Application with Current Photo.** The application must be completed in English.
- Student Questionnaire.** The student questionnaire must be completed *in English by the student*; please have your child complete *only* the questionnaire appropriate to their grade.
- Cover letter** outlining purpose of education at Pinecrest Academy and dates expected to be in the U.S. attending Pinecrest Academy. This letter must be written in English.
- Birth/Baptismal/Confirmation Certificate/Family Register** – Please submit a copy of your child’s birth certificate/family register. Catholic applicants must submit a copy of their child’s baptismal certificate, as well as a copy of the child’s First Holy Communion certificate, and Confirmation certificate, if applicable.
- Translated Student Evaluation Forms (to be completed by the child’s current teachers)** – Please submit the student evaluation forms to your child’s *current* Language Arts and Mathematics teachers. Request that your child’s teachers complete these forms (in English) and submit them with your child’s transcript to Pinecrest Academy. *It is the parent’s responsibility to ensure that the evaluations are forwarded to Pinecrest Academy by Tuesday, January 24, 2012.*
  - For middle school students, please use the *Language Arts Teacher Student Evaluation Form and Math Teacher Student Evaluation Form.*
  - For high school students, please use the Catholic schools common *Language Arts Teacher Evaluation form and Mathematics Teacher Evaluation form*, respectively.
- Official Translated Transcript Release / Principal Evaluation** – Please sign and submit the Transcript Release / Principal’s Evaluation form to your child’s *current* school so that your child’s complete official records will be transferred to Pinecrest Academy by Tuesday, January 24, 2012.
  - For middle school students, please use the *Transcript Release / Principal’s Evaluation Form For Applicants to 6<sup>th</sup>-8<sup>th</sup> Grade form.*
  - For high school students, please use the Catholic schools common *Transcript Request Form Administrator/Counselor Evaluation form.* Please be sure to inform the school official that the records they will be forwarding to Pinecrest Academy must include your child’s current grades and transcript.
- Official Translated Transcripts Evaluation** – *All expenses associated with this evaluation are assumed by the applicant.* All high school applicants who wish to attend Pinecrest Academy must have their transcripts evaluated by:
  - Josef Silny & Associates, Inc.-International Education Consultants ([www.jsilny.com](http://www.jsilny.com))
- Translated Letter of Recommendation** to include academic, behavioral, or adaptation strengths and areas of concern.
- Secondary School Admissions Test (SSAT) - is required for all 6<sup>th</sup> – 12<sup>th</sup> grade students.** You can sign-up for the SSAT through their web-site, [www.ssat.org](http://www.ssat.org) and see if there is a location and date that would work with your schedules.
  - Have test scores sent to Pinecrest Academy’s school code #5793. All expenses associated with this evaluation are assumed by the applicant.
- English Proficiency Test (TOEFL or TOEFL Junior)**
  - Have test scores sent to Pinecrest Academy’s school code #5194. All expenses associated with this evaluation are assumed by the applicant.
- Psychological Evaluation**, including intellectual, behavioral and psychological (in English). All expenses associated with this evaluation are assumed by the applicant.
- Copy of current passport** (if any)
- Copy of current VISA** (if any)
- Copy of current I-94** (if any)
- Copy of current stamped I-20** (if any)

**Please note that immigration status must be clearly documented and approved for the children to attend school in the United States prior to applying. All legal documentation must be submitted with the application.**

**IT IS THE PARENT’S RESPONSIBILITY TO ENSURE THAT ALL APPLICATIONS ARE COMPLETE. AN APPLICATION IS NOT CONSIDERED COMPLETE NOR WILL IT BE PROCESSED UNTIL ALL OF THE REQUIRED DOCUMENTS ARE PROPERLY FILLED OUT AND DELIVERED TO PINECREST WITH THE REQUIRED FEE(S). All of the above items must be received by Tuesday, January 24, 2012 for first consideration (following this date, Pinecrest Academy has rolling admissions).**

## PHASE 2: TESTING/INTERVIEW

### Testing

- **Secondary School Admissions Test (SSAT)** - is required for all 6<sup>th</sup> – 12<sup>th</sup> grade students. You can sign-up for the SSAT through their web-site, [www.ssat.org](http://www.ssat.org) and see if there is a location with a date that would work with your schedules.
  - Have test scores sent to Pinecrest Academy's school code #5793.
    - All expenses associated with this evaluation are assumed by the applicant.
- All Pinecrest 6<sup>th</sup> grade – 8<sup>th</sup> grade applicants are tested. If the applicant is or will be in the metro-Atlanta area, please let the Admissions Office know the dates they will in country so that we can arrange testing.

### Interview

- **Student Interview** – We highly encourage for your child to be interviewed at Pinecrest Academy. If your child is not able to be in the metro-Atlanta area prior to arrival in the United States, a video-cam student interview will be required as part of the admissions process. Please work with the Admissions Office to schedule the video-cam student interview after all documents outlined above have been received.
- **Parent/Guardian Interview**
  - A guardian interview will be required for all international students. Please make sure the Admissions Office has the guardian contact information when the application is submitted so the guardian interview can be scheduled.
  - A parent interview will be required for all international students. If you are not able to be in the metro-Atlanta area prior to arrival in the United States, a parent phone interview can be arranged. Please work with the Admissions Office to schedule the parent phone interview after all the documents outlined above have been received.

## PHASE 3: REGISTRATION/ENROLLMENT/PAYMENT PLANS

- Enrollment/Payment** – The enrollment agreement outlining payment option must be signed and returned with the non-refundable tuition by Thursday, April 19, 2012, or as set forth in your acceptance letter from the Admissions Office. The non-refundable tuition amount for 2012-2013 is \$12,460 for middle school students and \$13,300 for high school students (please note that international fees will be assessed beginning in 2013-2014 for additional services offered). International students must pay in full prior to enrollment and before an I-20 can be issued. Please note that there is no tuition discount for international students.
- Translated affidavit of support/letter of verification of funds**, in U.S. dollars, from your bank to cover tuition, books and fees, miscellaneous expenses, travel and living expenses.
- Health and Immunization Forms** – These forms must be on file by Wednesday, August 1, 2012 for the student to begin class.

## PHASE 4: I-20 ISSUANCE:

**Please note, an I-20 will not be issued until we receive your child's dated/signed enrollment agreement and non-refundable full-tuition payment, along with the following documentation:**

- Translated into English affidavit of support/letter of verification of funds from your bank to cover tuition, books and fees, miscellaneous expenses, travel and living expenses converted into U.S. dollars
- Full non-refundable tuition

Upon receipt of the above outlined documents, the I-20 will be submitted for "initial" approval to SEVIS by Pinecrest Academy. Once we have completed the I-20 initial application, a SEVIS number will be generated and sent to you. Payment for the I-20 is made through [www.fmjfee.com](http://www.fmjfee.com) by credit card payment for an I-901 to be issued. The SEVIS number, the receipt and receipt number for the I-901 will need to be brought to the Embassy for the I-20 to be approved and issued.

## PHASE 5: LEGAL GUARDIANSHIP:

To help protect your child all international students residing with a guardian must provide proof of registered guardianship from the county that the international student will reside in. Documents required are listed below. *All expenses associated with this are assumed by the applicant.*

- Verification in writing of:
  - Notarized letter from student's parents designating person(s) that the student will reside with while in the United States (guardianship letter), including the residence of applicant during academic year, as of the date of enrollment, dates guardianship is transferred for, responsibilities of guardian, etc.
  - Completed and signed *Custodianship Declaration of Custodian* form from the guardian where the child will be residing while in the United States and their accepting the responsibility of being guardian for the student as outlined in the guardianship document.

## SUMMER PROGRAM:

To assist our international students with the transition to the United States and Pinecrest Academy all "enrolled" international students **must** attend the **Summer Program for International Students**. The dates for this mandatory program will soon be finalized and will be announced through the official Admissions Determination Packet. Please note that an "enrolled" student is a student who has met all the requirements outlined above, has completed a contract with full payment, and has received an I-20 from Pinecrest Academy.