



INTERNATIONAL STUDENT QUICK START GUIDE

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PDSO

APPLICATION PROCESS

Visit **Concord.Academy** and follow these steps to complete the application process.

Prepare ADDITIONAL Documents required prior beginning ONLINE Application process. During the ONLINE Application process Upload all documents including those for international students only.
The ADDITIONAL documents are available @ Concord.Academy
Click on Academics.
Then, click on International.

1. I-20 Application
2. Temporary Guardian
3. Financial Proof of Funds

Prepare required documentations including those for international students only.

1. International- Academic credentials (All final transcripts translated into English and converted to a 4.0 U.S. grading scale, for all high school years prior to entrance level at Concord Academy.)
2. International- Documentation of English language proficiency
3. International- Documentation of the ability to meet all expenses for at least the first year, or complete and submit International Student Financial Needs Assessment form. Please contact Kristen Cantadore at kcantadore@concord.academy with any financial questions.
4. International-Letter to potential host family (if Concord Academy is securing host home)
5. Birth Certificate
6. Immunization Record

Complete a Concord Academy ONLINE application by clicking on the following link. Be sure to have all documents listed above ready to UPLOAD BEFORE beginning the ONLINE application process.

Admissions Online Link:

https://sycamore.school/family/admissions/register?school_id=1729

Important Information:

- Once all documents are received, reviewed and the Application fee (\$150) and the Registration fee (\$600) are received an I-20 may be issued.
- Once student arrives at Concord Academy, he/she must:
 1. Check in with PDSO, Kristen Cantadore
 2. Produce the below paperwork to be copied and placed in file:
 - a. Valid Passport
 - b. Visa
 - c. Financial agreements with confirmation provided by Concord Academy finance office
 - d. Signed I-20 (signed by parents and student)
 - e. I-94 from Port of Entry (Home Land Security)
 - f. Verification of International Health Insurance with insurance card.

Note: The PDSO will then register the student in SEVIS within 30 days of the start of school.

- While at Concord Academy report change in status – Student must report to PDSO to:
 - o Change address
 - o Leave the US or return to the US
 - o Reduce course load – student must be pursuing a “full course of study” as defined by the catalog or handbook of the issuing I-20 school.
- I-20 Start Date: First day of school (30 day pre-arrival is allowed by SEVIS)
- I-20 End Date: Will be graduation date or end of term (a 60 day grace period is allowed by SEVIS)
- Travel outside the US – is allowed as long as all paperwork is up-to-date and filled with the PDSO and the SEVIS is “active.”

International Student/Family Responsibilities:

1. The tuition agreement must be signed and returned to Kristen Cantadore at kcantadore@concord.academy
2. Pay tuition. Contact Sherry Fields sfields@concord.academy
3. If Need Based Tuition Assistance is granted – families must commit to pay the agreed upon tuition amount, designated travel and basic living expenses. Tuition assistance does not include fees.
4. International student/family pays for all medical needs (including over-the-counter purchases). The International student/family must purchase health insurance. Emergency related costs, doctor visits and prescription costs are the responsibility of the student and natural family.
5. Student is required to attend the host family's church (or may attend elsewhere if mutually agreed upon and transportation is provided).
6. International students will adhere to all house rules of the host family.

Host Family Expectations:

1. Commits to a one-year hosting of international student.
2. Contacts student and family of student once assigned.
3. Provides a family living experience – consisting of normal family life provisions.
 - a. Food, shelter (room with ample living space and closet storage) and a loving environment.
 - b. Transportation to and from school.
 - c. If the International student is involved in extracurricular activities, it is the host family's responsibility to provide or arrange transportation for the activities.
4. Provides directions/guidance to International student in regard to the following:
 - a. Behavior – in keeping with the school's Code of Conduct
 - b. Appearance – responsible for ensuring that the International student knows and adheres to the school's guidelines with regard to dress.
 - c. Academic – assists the International student with issues regarding his/her academic career – works with the Concord Academy faculty to ensure the needs of the student are met.
5. Host families will NOT be expected to pay for things such as clothes, school supplies, personal supplies, electronics, food (other than meals at home), plane tickets, or travel costs (including school functions).
6. Host family must submit a Host Family application.