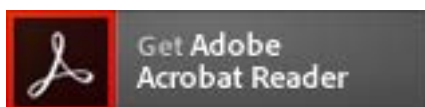


## Directions for filling out the International Student Application:

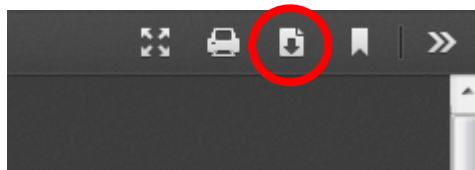
1. Use **Adobe Acrobat Reader** to view form.

- Click link below if download of Adobe Acrobat Reader is necessary.

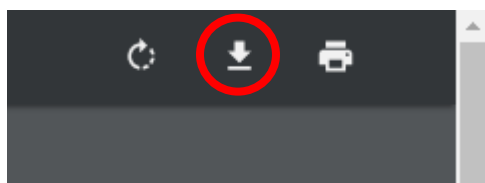


2. Please **DOWNLOAD and OPEN** file locally before completing by clicking the download icon in browser being used.

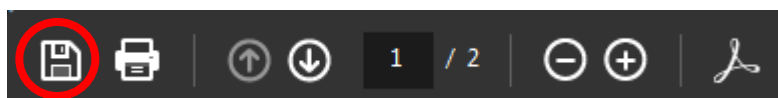
- **Firefox browser**



- **Google Chrome browser**



- **Internet Explorer browser**



3. Please submit the completed forms to the School Office.

## REQUIREMENTS FOR INTERNATIONAL STUDENTS

### 1. Testing on Campus

- Each applicant is required to schedule testing on campus. The testing fee is \$25. Please contact the School Office in advance to schedule testing.
- Online testing may be requested if student (2<sup>nd</sup>-12<sup>th</sup>) is off-island prior to scheduling Testing on Campus and a New Student Interview.
- Students must show a reasonable amount of conversational English and have the ability to read in English (1<sup>st</sup>-12<sup>th</sup> grade).
- Students that do not meet the requirements may apply again for the next school year.

### 2. New Student Interview with the Principal

- A New Student Interview is required before the application may be approved.
- Required documents to be submitted prior to the Interview:
  - New Student Application
  - Copy of Passport and Visa
  - Final Report Card from previous school year
  - Current Report Card
  - Official Signed Transcript (entering 10<sup>th</sup>-12<sup>th</sup> grade)\*
  - Current Immunization Record\*\*

\*Official signed transcript (entering 10<sup>th</sup>-12<sup>th</sup> grade) must be provided **before** the student can begin school.

\*\*PPD test and results are required within 6 months of student's arrival on Guam **before** the student can begin school. If PPD test results are positive, student will need official clearance from Guam's Public Health Department **before** the student can begin school.

### 3. Enrollment and I-20 Processing (if applying for a Student Visa):

- After the Application is approved, Enrollment Forms (Registration, Medical, Insurance, and Records Release) must be submitted along with necessary documents and payment before the I-20 can be processed.
  - Enrollment Forms
  - Enrollment Fee, I-20 Fees, and other Tuition, Textbook & Resource Fees that apply
  - Original Bank Certificate or Original Savings Account Statement\*
  - Original Notarized Guardianship Letter
  - Copy of guardian's ID (Guam Driver's License and Passport/Green Card)
  - Copy of parent's ID (Passport or Photo ID)

\* The original bank certificate must show that the student's family has sufficient funds for their child to study abroad (including Annual Living Expenses and Annual Tuition and Fees). It must be a savings account statement, not a checking account statement.

### 4. Check-in to Campus

- Once a student visa is obtained, a copy must be submitted to the Main Office before a **start date** can be finalized.
- Follow-up testing may be required based on principal's request.
- Contact the School Office if there is a delay in the student's arrival to Guam.

### 5. Expectations for International Students

- Enrollment during the 2018-2019 School Year is dependent on the student's ability to show consistent improvement in grades.
- There must be a Guardian who is a Guam resident for each I-20 student. This is required even if the student is living with a parent while they are on Guam. The original notarized guardianship letter must have the parents' signatures on the letter. A sample letter is available upon request.
- Students must live with a Parent or Guardian who is 21 years or older. We do not allow I-20 students to remain at HCA if they are living on their own.
- The account must be paid on time to continue with a student visa. If there is a concern about payment, please contact the School Office.
- A student who is at HCA with an I-20 visa must have consistent attendance and be showing effort in all of their classes.
- Contact information must be kept up to date.

By signing below, I understand the above Requirements for International Students. I understand that adhering to these requirements, along with the policies in the Student Handbook, is needed to maintain enrollment at Harvest Christian Academy.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Print Name

**All records need to be in English.**

Please contact the School Office for any questions. Phone: (671) 477-6341 | Fax: (671) 477-7136 | [www.hcaguam.org](http://www.hcaguam.org)