

## **International Student Admissions Policy Philosophy of Admissions**

### **Step 1**

CCS enrollment application must be completed online and required paperwork must be turned into the admissions coordinator. The application fee is \$385.00 and is non-refundable.

### **Step 2**

It is the parent or legal guardian's responsibility to give the Pastoral/Church, Principal and Teacher recommendation letters to the appropriate person to complete for the student. These recommendation form letters are required in order to complete the application packet and must include an official seal and/or notary seal. The fax number is on the form and needs to be faxed directly back to the admissions coordinator. The original form can be mailed at their convenience

### **Step 3**

It is the parent or legal guardian's responsibility to have all documentation to include but not limited to report cards, transcripts, and immunization records translated into English submitted with the application packet and have an official seal such as a notary. The financial cost of translation is the responsibility of the parent or legal guardian.

The parent or legal guardian can use the service of Inlingua. Inlingua is a worldwide translation and language teaching company that translates the documents from their foreign language into English. Their website address is [www.inlingua-it.com](http://www.inlingua-it.com). Their address is address is 3818 Spicewood Springs Rd., Suite 300, Austin, TX 78759. Their telephone number is (512) 794-8789 and fax number (512) 794-8090.

### **Step 4**

Students must be able to read, write and speak English proficiently. Please go [www.itepexam.com](http://www.itepexam.com) to take the iTEP exam.

### **Step 5**

It is the parent or legal guardian's responsibility to have the Power of Attorney completed, notarized and enclosed in the application packet.

### **Step 6**

After the report card and or transcript has have been translated, it is the parent or legal guardian's responsibility to have the documents sent to Foreign Credentials Service of America. The financial cost of the equivalency statement is the responsibility of the parent or legal guardian.

Foreign Credentials Service of America provides a general statement of equivalency and provides a detailed course- by-course listing which can be used to award transfer credit for universities, professional licensing agencies, teacher certification, etc. Their website address is [www.fcsa.biz](http://www.fcsa.biz). Their address is 1910 Justin Lane, Austin, TX 78757. Their telephone number is (512) 459-8428 and fax number is (512) 459-4565.

**Applying to Elementary** – need report cards K-5 through current grade level

**Applying to Middle School** – need report cards 6th through current grade level

**Applying to High School** – need 8th grade report cards or transcript through current grade level and/or all High School credits.

### **Step 7**

All the forms in the packet have to be completed, translated into English where appropriate and include an official seal and/or notary seal.  
- Pastoral/Church Recommendation Letter  
- Principal Recommendation Letter

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- Teacher Recommendation Letter
- Student Record Release Form
- Copy of Birth Certificate
- Copy of Passport
- Copy of Visa
- Completed I-134, Affidavit of Support
- Report Cards
- Official Academic Transcript (8th thru 12th grades – translated into

English and converted into US credits) The Registrar will then review all documentation in order to provide a graduation audit and possible schedule.

- Copy of Immunization Record
- Copy of Physical Exam Form
- Power of Attorney
- iTEP Exam (English Proficiency Test)

### **Step 8**

At this time the application packet will be given to the principal and an interview will be scheduled via Skype between the applicant, parent and principal. The host family will also be present during the interview. The principal will determine after the Skype interview if the applicant is accepted to CCS. Once acceptance is made a screen shot of the applicant will be taken during the Skype interview.

### **Step 9**

After the applicant is accepted, tuition contract must be signed and enrollment fee of \$400.00 paid. Signing the tuition contract and paying the enrollment fees completes applicant's enrollment.

### **Step 10**

Once the applicant has completed enrollment the I-20 will be issued to the applicant. It is the student and parent/guardian's responsibility to have a valid STUDENT VISA when they enter school.

### **Step 11**

International students will have two payment plans to choose from.

a. Annual Payment – All fees and full tuition payment must be made before the student starts school. The preferred payment methods are cash, U.S. Cashier's Check, U.S. Money Order or U.S. Credit Card. If another form of payment is used there will be a waiting period of 10 business days to verify funds. The student may start school once funds are verified.

b. Semester Payment Plan – All fees and one-half of total tuition must be made before the student starts school. The preferred payment methods are cash, U.S. Cashier's Check, U.S. Money Order or U.S. Credit Card. If another form of payment is used there will be a waiting period of 10 business days to verify funds. The student may start school once funds are verified. All second semester tuition and fees are due prior to the student returning to school.

### **Step 12**

International students under either payment plan cannot attend classes nor be on campus until funds are received and verified.