

International Student Application Instructions and Checklist



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INSTRUCTIONS AND CHECKLIST FOR COMPLETION OF THE APPLICATION FORMS PLEASE READ CAREFULLY!

For photocopying purposes, please fill out the original application form using **black ink only**. All questions must be answered in detail as much as is possible by the person applying for the exchange (where required) and is not to be edited or written by a third party.

KEEP IN MIND THAT YOUR APPLICATION IS A REFLECTION OF YOU AND WHEN COMPLETED, SHOULD PROVIDE HONEST AND ACCURATE DESCRIPTIONS.

If a homestay is required, matching will be based on all the information provided. A copy of the necessary information from your application will be presented to your host family.

PLEASE ENSURE THAT THE COMPLETED APPLICATION PACKAGE WHICH YOU SUBMIT, INCLUDES ALL OF THE FOLLOWING ITEMS:

SECONDARY STUDENT APPLICATION

1. The original **International Secondary Student Application form** completed as follows:
 - a. All questions on pages 1 – 3 and 5 – 6 written and answered by the student.
 - b. All questions on pages 4 (including custodian box), 8 and 9 answered by your parent(s).
 - c. Signatures on page 6 (student and/or parent), 7 and 11 (both student and parent).
 - d. A head and shoulders photo attached to page 1 of the Application form.
2. An **up-to-date school transcript** and **most recent school report card**.

MIDDLE STUDENT APPLICATION

1. The original **International Middle Student Application form** completed as follows:
 - a. All questions on the application answered by the parent(s).
 - b. Provide a copy of custodial agreements in effect as a result of legal separation or divorce (see page 1)
 - c. Information for Custodianship (box on page 3 and applicable only to applicants for grade 8)
 - d. Signatures on page 4 (parent), 5 and 9 (both student and parent).
 - e. A head and shoulders photo attached to page 1 of the Application form.
2. An **up-to-date school transcript** and **most recent school report card**.

ELEMENTARY STUDENT APPLICATION

3. The original **International Elementary Student Application form** completed as follows:
 - a. All questions on the application answered by the parent(s).
 - b. Provide a copy of custodial agreements in effect as a result of legal separation or divorce (see page 1)
 - c. Signatures on page 3 and 7 (both student and parent).
 - d. A head and shoulders photo attached to page 1 of the Application form.
4. An **up-to-date school transcript** and **most recent school report card**.

PLEASE NOTE!

- Your name must be the same as it appears on your passport. Do not use nicknames or short forms.
- An application cannot be processed for homestay matching purposes if the information required is incomplete or unanswered. Please take the time to answer all questions thoroughly and provide complete medical information.
- Keep a copy of your completed application form for future reference.
- If possible, please attach pictures to this application of the student with friends and family.

