

Baptist Regional School

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INSTRUCTIONS FOR APPLYING FOR ENROLLMENT IN BAPTIST REGIONAL SCHOOL AND FOR OBTAINING AN I-20 FORM

Thank you for your interest in attending Baptist Regional School. An I-20 Form is needed in order for the international student to attend our school in the United States. Once the student receives the I-20 Form (*Certificate of Eligibility for Nonimmigrant Student Status*), they are eligible to apply for a student visa to enter the United States.

Please complete the following steps in order to apply for enrollment in BRS and to apply for an I-20 Form. A separate email file will be sent with this document in which you will find all the forms you will need for the application process.

Step 1. Apply for enrollment in Baptist Regional School

- Submit a completed application form
- Submit a copy of the student's birth certificate
- Submit a copy of the student's transcript. *Please have this report submitted to us in English.*
- For 9th-12th grade high school students, submit a copy of the SLEP or TOEFL test with a score of at least 60
- Submit a recommendation from the student's English teacher and a second recommendation from another teacher.
- Submit a picture of the student and a letter or notated pictures of activities or hobbies.

After these items have been received and reviewed and found acceptable, and a SKYPE interview completed (*if requested by the school administrator*), a preliminary letter of acceptance will be emailed to the student's parent(s).

Step 2 - Confirm intent to attend BRS & to apply for an I-20

- Submit the completed Financial Agreement – Enrollment Contract
- Submit the deposit of \$5,000.00 (by March 30th)

For payment being made from out of the USA, funds can be wired to:

BB&T Bank, 40 S White Horse Pike, Audubon, NJ 08106 – USA

Routing number: 031204710 SWIFT number: BRBTUS33 Account number: 1310000359257

For payment being made within the USA, make the check or money order out to Baptist Regional School

After these items have been received, an I-20 Form will be sent to the family or to the address noted on the BRS application form.

Step 3 - Submit medical forms

- Submit documentation for the medical requirements for international students, specifically, the student's medical history, completed immunization record, and a current physical examination report. *Please have these reports submitted to us in English.* Findings can be reported on form enclosed or on a physical exam format from the doctor's computer.
- Submit the Medical Permission for School Health Services Form

Step 4 - Submit guardianship form

- Submit a notarized guardianship form, even if student is living with an extended family member.

Step 5 - Submit school forms

- Submit the Internet Web Page Permission Form & Contract for Use of the Internet Form

Step 6 - Submit payment of balance of all tuition and fees

- Submit the balance of the tuition and fees to Baptist Regional School by August 1st.