

FORM A

INTERNATIONAL STUDENT EXCHANGE ORGANIZATION  
APPROVAL APPLICATION  
DEADLINE: JANUARY 15

Name of Organization \_\_\_\_\_

National Director \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Area Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Local Representative \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Type of Visa Issued for Students \_\_\_\_\_

Is this organization designated as a teenage-exchange-visitor program by the State Department of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this organization approved by the Council for Standards on International Educational Travel (CSIET)? Yes \_\_\_\_\_ No \_\_\_\_\_

**FORM A**

If this organization is not designated by the State Department and/or is not approved by CSIET, please describe the status and history of this organization as an international exchange program. In addition, please indicate where the organization is headquartered and incorporated and whether the program has profit or nonprofit status:

Is this organization known by any other names? If so, which? \_\_\_\_\_

What countries are involved in this organization's international student exchange program?

Which cities and states in the USA are involved?

How long has this program operated in Colorado? \_\_\_\_\_

Does this organization place students recruited by other organizations? \_\_\_\_\_

What are the goals and objectives of this international student exchange program and how are they achieved?

Please provide the names, addresses and phone numbers of two (2) persons who may be contacted as references. The references should include a school administrator and a host family.

Reference 1:

School Administrator \_\_\_\_\_

Name of School \_\_\_\_\_

City/State \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Reference 2:

Host Family \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## FORM A

### **INBOUND STUDENTS**

#### **Program Design**

How are host families in Adams 12 Five Star Schools recruited for this program and what are the criteria for acceptance? *Please submit a copy of the host family application and interview forms along with this application.*

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How are students from other countries recruited for the program and what are the criteria for acceptance in the program? *Please submit a copy of the student application form.*

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How does this program assess English language proficiency? What criteria does your program use to determine a student's capability to use effective oral and written communication, to use instructional materials printed in English and to function in the regular educational program?

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How does the organization handle the situation where a student is unable to function in the regular program because the student's English is found to be insufficient?

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What type of orientation and ongoing support does this organization provide for international exchange students, their host families and schools? *Please provide copies of any handbooks or other support materials.*

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What program personnel are available for assistance to international exchange students, their host families and their host school in case of questions, problems or emergencies?

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What training do local representatives receive to prepare and assist them in their work with international students, host families and schools?

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#### **Program Design**

What provisions are made for health care of an inbound international exchange student sponsored by this program?

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What accident/health insurance is provided for inbound international exchange students sponsored by this program?

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What are the policies regarding inbound international exchange student conduct and school performance?

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## FORM A

### Program Costs

What are the itemized and total program costs in US dollars for an inbound exchange student sponsored by this program? (Including travel, insurance, program fees, etc.)

ITEM	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL COST	USD _____

What is the cost of this program to an Adams 12 host family?

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Does an Adams 12 host family receive a stipend for hosting an inbound student?

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What arrangements are in place in the event a student must be sent home before the conclusion of the program?

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## FORM A

### Local Representative Affirmation Agreement

#### **PROFICIENCY OF ENGLISH LANGUAGE**

If an international exchange student's English proficiency is found to be insufficient to function in the regular program without special language assistance, the responsibility of providing a tutor or making other educational arrangements for the students is that of the sponsoring organization.

#### **STUDENT'S APPLICATION**

Copies of each student's complete application made to the student exchange organization and a completed Adams 12 international exchange student application (Form B) must be submitted to the school prior to enrollment in the school.

#### **CHANGES IN HOST FAMILIES**

I will inform the school of attendance if there are any changes in host families after initial placement.

I hereby acknowledge I have read, understood and agreed to abide by the attached Adams 12 Five Star Schools policies and procedures governing the enrollment on International Exchange Students. This is **not** an approval or guarantee of acceptance as an approved international student exchange organization nor of any specific student or number of students.

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Name of Local Representative

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Signature of Local Representative

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Date

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District Use Only

Approval Granted

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Signature of District Administrator

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Date

**FORM B**  
**INTERNATIONAL EXCHANGE STUDENT APPLICATION**  
**DEADLINE: MAY 15**

**ITEM I**

Student Information:

\_\_\_\_\_

Family Name (Surname) First (Given) Name

Date of Birth:

\_\_\_\_\_

Month Day Year

Date of Arrival in U.S.:

\_\_\_\_\_

Date Stay Will be Completed:

\_\_\_\_\_

Expected Grade Enrolled In:

\_\_\_\_\_

Adams 12 School of Enrollment:

\_\_\_\_\_

Proficiency of English Language

Oral:

\_\_\_\_\_

*(Excellent, Fair, Poor)*

Written:

\_\_\_\_\_

If an international exchange student's English proficiency is found to be insufficient to function in the regular program without special language assistance, the student may be withdrawn from school at the discretion of the school principal. If a student is allowed to remain enrolled, the responsibility of providing a tutor or making other educational arrangements for the student is that of the sponsoring organization.

Type of Visa:

\_\_\_\_\_

**ITEM II**

Host Family Information

Adams 12 Resident?

\_\_\_\_\_

Yes

\_\_\_\_\_

No

## FORM B

### ITEM III

#### Organization Information:

\_\_\_\_\_  
Name of Organization

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Local Representative/Sponsor Signature: \_\_\_\_\_

Local Representative/Sponsor Name: \_\_\_\_\_

Local Representative/Sponsor Phone Number: \_\_\_\_\_

Local Representative/Sponsor Email: \_\_\_\_\_

## FORM B

### ITEM IV

#### International Exchange Student Terms

International exchange students will be classified as juniors or seniors at the discretion of each school.

International exchange students must take American/U.S. History and an English Class.

International exchange students cannot enroll in any English as a Second Language (ESL classes).

International exchange students must be proficient in English. If the student lacks English proficiency and is unable to meet academic expectations, he/she may be withdrawn from school.

International exchange students **do not** earn a diploma.

Although international exchange students **do not** earn a diploma they may participate in the graduation ceremony where they will receive an honorary certificate of attendance.

International exchange students who plan on attending college in the U.S. would have to take their GED **after** the year is over along with taking the TOEFL and ACT. If they take their GED during the school year, they can no longer be considered a student as they will have attained their high school graduation equivalency.

International exchange students are encouraged to participate in school sponsored sports, clubs, performances and organizations.

Requests for documentation (transcripts, grade reports, certificates) to schools/consulates in other countries are to be made by the 3<sup>rd</sup> Friday in March.

The student, parent/guardian, host family and agency representative must sign below to indicate that he/she is aware of the international exchange student terms.

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Student Name

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Parent/Guardian Name

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Student Signature/Date

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Parent/Guardian Signature/Date

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Host Family Name

---

Agency Representative Name

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Host Family Signature/Date

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Agency Representative Signature/Date



**FORM B**

**ITEM V**

Enrollment Authorized

\_\_\_\_\_

Counselor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Principal Signature

\_\_\_\_\_

Date

**ITEM VI**

Documents Provided:

Passport & Visa

\_\_\_\_\_

Face Page of Host Family Agency

Application

Three (3) years of official transcripts (translated into English)

Immunizations: \_\_\_\_\_

Physical Examination \_\_\_\_\_

Insurance \_\_\_\_\_

Proof of English Language Proficiency (SLEP, TOEFL, FSI or other) \_\_\_\_\_

Written application or a letter from the student to the school

Two character references translated into English

**Deadlines:**

Items I-IV: Due May 15

Item VI: Due August 15