

International Student Applications for St. Petersburg Catholic High School:

- 1) Submit Application on-line on or in paper form
- 2) Submit copy of academic records- in original language and translated by a certified translation service/individual
- 3) Schedule a meeting with Admissions/Guidance to review records and determine grade level placement
- 4) Submit documents for I-20:
 - a. Copy of current passport for student
 - b. Name, address, phone and email address of individual the student will be residing with while attending SPCHS
 - c. Name(s) and address(es) of individuals who will be financially responsible for the student's tuition, fees, room and board
 - d. Proof of funds from those individuals: bank statements, proof of income (Tax Return)
- 5) An I-20 will be submitted to the Student and Exchange Visitor Information System (SEVIS) once all of the items in #1-3 have been received by the school official
 - a. Once issued, a family member can pick up the I-20 to send to the student prior to their appointment at the Embassy for their Student Visa. If the family requests that we send the I-20 directly to another country, the shipping fee will be paid by family, in advance. Depending upon country of destination- could be \$65-\$100. We would ship expedited mail service from USPS.
- 6) Submit the I-901 SEVIS Fee- for most countries of origin; this can be done through a credit card payment. Some are restricted to only the following: Western Union Quick Pay or certified check drawn from a US bank. This also must be completed before the Embassy appointment. The student should have a copy of the payment receipt with them for the appointment. See: <https://studyinthestates.dhs.gov/paying-your-i901-sevis-fee> for more information
- 7) Secure the Student Visa, transportation to the US in time to begin the educational program as stated on the I-20. Once in the US, the family and student should report to the school for verification. A copy of the Student Visa will be taken at that time. If possible, school uniforms should be ordered as soon as possible. We use an online uniform provider: Land's End. It takes time for clothing to be ordered with the school emblem and shipped to the student's residence in the US.
- 8) Set up a FACTS account for tuition payments.

9) Meet with the Guidance Counselor to set up schedule of courses.

10) Begin school!

*****Each year of attendance, the name(s) and address(es) of the financially responsible individual(s) must be updated, along with the supporting documents. Also, the student must provide an address and with whom they are living. If there is any change in residence during a school year, the change must be brought to the attention of the school immediately.