



# cfa Academy

CHRISTIAN EDUCATION AT EVERY LEVEL...DAYCARE-12TH

## INTERNATIONAL STUDENT QUICK START GUIDE

2014-2015

KRISTEN CANTADORE  
PDSO

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### Application Process

1. To issue an I-20 to a prospective student, the student must:
  - a. Complete a cfa Academy application
    - [cfaAcademy.org](http://cfaAcademy.org) > ADMISSIONS > APPLY ONLINE AND COMPLETE ONLINE APPLICATION
    - Print each of the following forms
    - Complete the following forms
      - Email to: [KCantadore@cfaacademy.org](mailto:KCantadore@cfaacademy.org)
      - Or fax to: ATTENTION: Kristen Cantadore@ 704-793-4835
      - Or mail to: cfa Academy  
638 LYRIC AVE.  
CONCORD, NC 28027  
ATTENTION: International Student Registrar

### FORMS:

International Student Annual Field Trip Release and Emergency Medical Form  
International Student cfa Academy Transcript Release Request  
International Student Confidential Recommendation Form  
International Student Health Clinic and Standing Orders Form  
International Student Image and Technology Consent Form  
International Student I 20 Application  
International Student Parental Agreement  
International Student Temporary Guardianship

- b. Along with the forms above submit:
  - i. Academic credentials (including final transcripts translated into English and converted to a 4.0 U.S. grading scale, for all high school years prior to entrance level at cfa Academy to be reviewed by the Guidance Office to determine fit.)
  - ii. Documentation of English language proficiency.

- iii. Documentation of the ability to meet all expenses for at least the first year, or complete and submit International Student Financial Needs Assessment Form.  
Please contact Lena Brown: lbrown@cfaacademy.org with any financial questions.
- iv. Up-to-date immunization forms
- v. Written testimony of student's relationship with God. (OPTIONAL)
- vii. Current physical examination
- viii. Copy of birth certificate
- ix. Letter to potential host family (if cfa Academy is securing host home)
- x. Video of student (if cfa Academy is securing a host home)

2. Once all documents are received and reviewed and Application and Transcript Evaluation fees are received, an acceptance letter and I-20 may be issued.
4. Pay tuition or set up monthly bank draft. Contact Mrs. Lena Brown, lbrown@cfaacademy.org.
3. Once student arrives at cfa Academy, he/she must:
  - a. Check in with PDSO, Mrs. Cantadore
  - b. Produce paperwork to be copied and placed in file:
    - i. Valid Passport
    - ii. Visa
    - iii. Financial agreements confirmation provided by cfa Academy finance office
    - iv. Signed I 20 (signed by student and parents)
      - v. I-94 from Port of Entry (Home Land Security)
      - vi. Verification of International Health Insurance with insurance card.
4. The PDSO will then register student with SEVIS within 30 days of the start of school.
5. While at cfa Academy report change in status – Student must report to PDSO to:
  - a. Change address
  - b. Leave the US or return to the US
  - c. Reduce Course Load – student must be pursuing a “full course of study” as defined by the catalog or handbook of the issuing I-20 school.
6. I-20 Start Date: First day of school (30 day pre-arrival is allowed by SEVIS).
7. I-20 End Date: Will be graduation date or end of term (a 60 day grace period is allowed by SEVIS).
8. Travel outside the US – Is allowed as long as all paperwork is up-to-date and filed with the PDSO and the SEVIS record is “active.”

## **International Student/Family Responsibilities**

1. Family commits to tuition arrangements and begins payment via draft or payment in full.
2. If Tuition Assistance is granted - families must commit to pay the agreed upon tuition amount, designated travel and basic living expenses. Tuition assistance does not include fees.
3. International Student/Family pays for all medical needs (including over-the-counter purchases). The International Student/Family must purchase health insurance. Emergency related costs, doctor visits and prescription costs are the responsibility of the student and natural family.
4. Student is required to attend the host family's church (or may attend elsewhere if mutually agreed upon and transportation is provided).
5. International Students will adhere to all house rules of the host family.

## **Host Family Expectations:**

1. Commits to a one-year hosting of international student.
2. Contacts student and family of student once assigned.
3. Provides a family living experience - consisting of normal family life provisions.
  - a. Food, shelter (room with ample living space and closet storage) and a loving environment
  - b. Transportation to and from school
  - c. If the International Student is involved in extracurricular activities, it is the host family's responsibility to provide or arrange transportation for the activities.
4. Provides direction/guidance to International Student in regard to the following:
  - a. Behavior – in keeping with the school's Code of Conduct.
  - b. Appearance – responsible for ensuring that the International student knows and adheres to the school's guidelines with regard to dress.
  - c. Academic – assists the International Student with issues regarding his/her academic career – works with the FACS faculty to ensure the needs of the are met.
5. Host families will NOT be expected to pay for things such as; clothes, school supplies personal supplies, electronics, food (other than meals at home), plane tickets, or travel costs (including school functions).
6. Host family must submit an Host Family application.