



# Admission Procedures for Foreign Exchange Students

## I. Philosophy

Chesterfield County Public Schools recognizes that as the nations of the world become more interdependent, it becomes increasingly important that high school students develop a sense of global citizenship. Educational travel and exchange play an important role in this learning process, and we provide an essential service when we support student exchange programs.

## II. Governance

Federal law states that foreign students may only attend public high school for a maximum of 12 months (foreign students can enroll in private schools at any grade for as long as they want if they pay tuition). Since September 11, 2001, the Office of Homeland Security has instituted specific procedures through **SEVIS** (Student and Exchange Visitor Information System) that tracks students with an I-20 form, required of all foreign students who apply for a VISA to this country.

## III. Classification of High School Foreign Exchange Students

### A. J-1

Students have residence in a foreign country to which they plan to return. An approved Foreign Exchange program handles their visas and SEVIS documentation. The student does NOT pay tuition to CCPS; they pay the foreign exchange program. These students come temporarily to the United States as visitors/participants in a program that has been approved by the U. S. Information Agency. The program is limited to high school students only.

### B. F-1

**Chesterfield County Public Schools does not participate in this visa program.**

Students have residence in a foreign country to which they plan to return and are not participating in a formal Foreign Exchange program. These students are usually living here with a relative or a friend of the family. They come to the United States temporarily and solely for the purpose of cultural and educational study. F-1 enrollment must be authorized by the U. S. Department of Homeland Security.

#### IV. J-1 Foreign Exchange Students - CCPS Application Procedures and Acceptance Policy

- A. **Agency Requirements** - Chesterfield County Public Schools **ONLY** accepts exchange students from agencies that belong to the **Council on Standards for International Educational Travel (CSIET)** which was established for the specific purpose of implementing standards for international foreign exchange and travel programs. These standards and the Council's Advisory List of International Educational Travel and Exchange Programs provide school personnel, parents, and others with valuable resources. The Advisory List is published annually and is provided to each high school counseling department. All agencies must have a local (Richmond Metropolitan area) representative to coordinate, supervise and monitor placement and progress of FE students. Agencies are responsible for securing J-1 Visas for FE students. CCPS reserves the right to participate only with agencies which comply with our published procedures and practices.
- B. **Application Deadline** - All applications must be received **prior to June 1<sup>st</sup>** for the upcoming school year. Each participating high school can enroll no more than five (5) FE students and no more than two (2) can be placed at each high school by the same agency. FE students will not be placed at any high school which is deemed overcapacity.
- C. **Application Submission** - Email to Kristi Parlow at [christina\\_parlow@ccpsnet.net](mailto:christina_parlow@ccpsnet.net).
- D. **Age Requirements** - Accepted students will be placed in 11<sup>th</sup> grade. Students must be younger than 18 years and 6 months of age by September 1<sup>st</sup>. FE students who have completed their secondary education in their home school/country are not eligible for participation.
- E. **Graduation** – FE Students are **not eligible** for high school graduation and/or diploma certification. They will not be included in any class ranking list, nor shall a GPA be computed for them.
- F. **Curriculum Requirements** – FE students will be enrolled in American Literature, and either US History or US Government, per the Department of Homeland Security. **Coursework beyond these requirements IS NOT guaranteed.** FE students are ineligible to participate in any high school Specialty Program.
- G. **English Proficiency** – FE students must demonstrate English Language Proficiency (current STAMP, TOEFL, ELTIS or SLEP test scores) in speaking, reading and writing.
- H. **Drivers Education** - FE students are **ineligible** for driver's education courses.
- I. **Transcripts** – FE students must have acceptable academic achievement in their native country.
- J. **Extracurricular Activities** – FE students are eligible to participate in extracurricular activities as defined by the school and interscholastic athletic activities as prescribed by the Virginia High School League.
- K. **Student Expectations** – All FE students are expected to adhere to the same policies, conduct rules, and attendance requirements that apply to all other students.

- L. **Host Family Changes** – Once submitted, host families can change **ONLY** due to emergency situations. Students from other localities are not accepted in CCPS. Changes may result in the agency removal of the CCPS Foreign Exchange Student program.
- M. **ESL Screening/Services:** By law, any student with another language other than English in any of the three home language questions on the CCPS Registration Form must be screened for ESL services after enrollment.
- N. **Required Documents to be submitted with the J-1 application:**  
**ALL documents must be translated for consideration**
1. Translated & certified copy of student's current transcripts with an explanation of curriculum
  2. Proof of Host Family residency in Chesterfield County
  3. Full name, address, phone & email information for Host Family
  4. Documentation of student's English proficiency (copy of current test scores)
  5. Copy of student's birth certificate and/or valid passport
  6. Student's translated current immunization records
  7. Student's permission to participate in interscholastic athletics, if desired.

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