



# 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 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

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. Tuition to CCPS is required.

#### 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 either Bryan Carr [bryan\\_carr@ccpsnet.net](mailto:bryan_carr@ccpsnet.net) or Kristi Parlow [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.
- G. **English Proficiency** – FE students must demonstrate English Language Proficiency (current STAMP, TOEFL or SLEP test scores) in speaking, reading and writing. FE students are ineligible for English for Speakers of Other Language (ESOL) Services or Special Education Services in CCPS.
- 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 removal of the CCPS Foreign Exchange Student program.

**M. 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.

**V. F-1 Foreign Exchange Students-CCPS Application**  
**Procedures and Acceptance Policy**

- A. ***Application Deadline*** – Interested students must apply **prior to June 1<sup>st</sup>** of the upcoming school year that they plan to attend. All required documents are to be emailed to either Bryan Carr [bryan\\_carr@ccpsnet.net](mailto:bryan_carr@ccpsnet.net) or Kristi Parlow [christina\\_parlow@ccpsnet.net](mailto:christina_parlow@ccpsnet.net) for review. FE students will not be placed at any high school which is deemed overcapacity.
- B. ***Tuition*** – Families must submit a payment of full, unsubsidized tuition to CCPS prior to enrollment. Tuition rates are set each year by the CCPS School Board.
- C. ***Custody*** – The legal custodian must provide a **court order** from the student's home country giving them legal custody of the child while the child is in the U.S.
- D. ***English Proficiency*** – Families must provide proof of English language proficiency (current STAMP, TOEFL or SLEP test scores) in writing, speaking, and reading. FE students are **ineligible** for English for Speakers of Other Language (ESOL) or Special Education Services in CCPS.
- E. ***Form I-20*** – Students must obtain a Form I-20, issued from Chesterfield County Public Schools (CCPS) in order to secure an F-1 Visa. I-20 will only be issued after the student has been accepted and tuition payment has been received.
- F. ***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.
- G. ***Transcripts*** – FE students must have acceptable academic achievement in their native country.
- H. ***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.**
- I. ***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.
- J. ***Drivers Education*** - FE students are **ineligible** for driver's education courses.
- K. ***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.

- L. **Student Expectations** – All FE students are expected to adhere to the same policies, conduct rules, and attendance requirements that apply to all other students.
- M. **Residency** - FE students whose legal parent(s)/guardian(s) reside in Chesterfield County must follow the normal enrollment procedures for CCPS. See <http://mychesterfieldschools.com/> for details.
- N. **Required Documents to be submitted for F-1 Students:**  
**ALL documents must be translated for consideration**
1. Translated & certified copy of student's current transcripts with an explanation of curriculum.
  2. Legal custody documentation (court order) of student's host/relative family.
  3. Legal Custodian proof of residency in Chesterfield County.
  4. Documentation of student's English proficiency (current copy of test scores)
  5. Copy of student's birth certificate and/or valid passport.
  6. Student's translated current immunization records.
  7. Student permission to participate in interscholastic athletics, if desired.

Prepared by: **Bryan D. Carr**  
**Instructional Specialist for School Counseling-Chesterfield Co. Public Schools**  
**Thomas R. Fulghum Center**  
**4003 Cogbill Road**  
**N. Chesterfield, VA 23234**  
**Phone: (804) 279-7319**  
**Fax: (804) 279-7320**  
[bryan\\_carr@ccpsnet.net](mailto:bryan_carr@ccpsnet.net)

**Linda Szwabowski**  
**Instructional Specialist for World Languages-Chesterfield Co. Public Schools**  
**Instruction Division Center**  
**600 Southlake Blvd.**  
**N. Chesterfield, VA 23236**  
**Phone: (804) 594-1778**  
**Fax: (804) 594-1682**  
[linda\\_szwabowski@ccpsnet.net](mailto:linda_szwabowski@ccpsnet.net)