



APPLICATION PROCESS

at North Hills Christian School

(if not applying through an agency & staying with family or guardian)



STEP ONE

Answer two key questions:

1. Can you demonstrate English proficiency? Yes or No
(see English Language Proficiency Scores under resources)
2. Are all your school grades C- / 70% or higher? Yes or No

If you answered Yes to **both** questions, proceed with STEP TWO. If not, STOP HERE. You may contact Mrs. Tamah Roby by email at trobby@north-hills.org for special consideration.

STEP TWO

___ Complete International Student Application. (download from www.north-hills.org)

Make sure to include the following:

___ Student questions **handwritten in English** on a separate sheet of paper.

___ Parent questions **in English** on a separate sheet of paper.

___ Two letters of recommendation with translation if not in English.

___ Translated copies of transcripts (school reports) from past 2 years, 3 years if applying for 12th grade.

___ Translated list of courses with grades to date in current school year.

___ Translated copy of all immunization records.

___ Application Fee of \$400.

___ Copy of passport.

___ Copy of accepted English Language Proficiency Test Score.

___ Bank statement showing sufficient funds to cover all costs of your intended study including tuition and living expenses.

Send all of the above to North Hills by any of the following methods:

MAIL TO:	EMAIL SCAN TO:	FAX TO:	WIRING INSTRUCTIONS:
North Hills Christian School 200 Admiral Callaghan Lane Vallejo, CA 94591 Attn: Tamah Roby	trobby@north-hills.org	707.644.5295 Along with cover letter addressed to Tamah Roby	Please contact Kelly DeSilva at 707.644.5284, ext 7005 or kdesilva@north-hills.org directly for wiring instructions.

Your application will be sent for review once North Hills has received the Application Fee and all of the required documentation. The review process takes approximately one week. If determined to be a viable candidate, a Skype interview will be scheduled.

If **ACCEPTED** to NHCS, a letter of acceptance will be sent to the parent/guardian or to the agency as designated on the Application Form. Please note that there is a 2-week limit on your acceptance. Included with the letter of acceptance are the Contract Provisions, one for the parent/guardian to sign and one for the student/applicant to sign. Proceed with STEP THREE.

If **NOT ACCEPTED** to NHCS, STOP HERE. You will be notified by email with an explanation and a request for information on where and how you would like to receive your refund of a portion of the Application Fee.

STEP THREE

___ Read entirety of acceptance letter and Contract Provisions.

___ Sign the Contract Provisions as indicated. (Make a copy for your records.)

___ Calculate tuition for length of enrollment at the appropriate grade level. (See Tuition Rates tab.)

___ Mailing fee of \$100 for I-20 **if** sending to an **international** address. This amount can be included with the tuition payment or mailed separately.

___ Send payment(s) and signed copies of the Contract Provisions to NHCS within the 2-week limit on acceptance. (See table on bottom of Page 1.)

If NHCS receives your payment(s) and the signed Contract Provisions within the 2-week limit or if an enrollment position is still available after the 2-week limit, your I-20 will be issued and sent to the address indicated on the application form.

STEP FOUR

___ Pay the SEVP SEVIS I-901 fee online, at www.fmjfee.com, and print out receipt.

___ Schedule appointment to get F-1 VISA. You must take your I-20 and I-901 receipt to your appointment.

___ Make arrangements to arrive in the United States based on the start date of the program. Make sure to have transportation to family or guardian's home from your point of entry.

___ Purchase Medical Insurance for entire session. (Recommend IMGGlobal.com)

___ Upon arrival, schedule placement test to determine class schedule. Proof of Medical Insurance is required to take placement test.

WELCOME to North Hills Christian School. We look forward to having you join our student body and pray that this will be a life-changing and rewarding experience.