

I-20 ADMISSION SUPPLEMENT

International/I-20 Applicants

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International/I-20 Supplemental Admissions Process

Students who attend The Tenney School have their own private instructor for most of the core subjects: English, science, history, & math. This format of instruction works wonderfully to immerse students to the US educational system and/or instruction in English.

As the number of international students attending the school has grown, we have identified the need to develop specific guidelines and procedures for enrolling international students who can benefit from our program. These guidelines should be followed for all students applying for an I-20/F-1. The guideline may be changed over time as we learn the specific challenges of enrolling I-20 students. Portions of this guideline may be used to enroll a student here on another type of visa.

1. Applicant will complete The Tenney School Application for Admission and provide:
 - A completed I-20 Admissions Supplement
 - An official copy of last 2-years report cards, translated into English
 - If the student is attempting to transfer with High School credits, the student will be responsible for providing any needed documentation to determine the US course equivalency: course descriptions, course instructional time, length of school year, etc.
 - A copy of the student passport and/or birth certificate
 - A completed Financial Support Form signed by the parent (form provided by The Tenney School)
 - For students transferring from another school, submit a copy of your most recent I-20 and F-1
2. School and applicant will schedule the student for placement testing. The Tenney School can administer this test on-site. Alternate arrangements can be made for students not yet in the Houston area. Other equivalent placement tests can be used for an admissions decision. As a policy, The Tenney School only accepts student who have some English proficiency.
3. School will make a Student Acceptance Decision
4. Before the I-20 will be issued, the school must receive full payment of the non-refundable deposit
5. Once the non-refundable deposit is received, the school will issue an I-20
6. Once the student receives an F-1 Visa he/she must report to Tenney School within 30 days prior to the beginning of school and bring several items must which must be completed prior to enrollment:
 - Complete tuition payment for the school year
 - Provide a copy of the student Health/Immunization Records translated into English by a medical professional
 - Provide proof of the students Medical Insurance (please let us know if you need assistance finding student insurance).
 - Applicant will provide payment of the school's annual tuition. Students applying for an I-20 must pay 100% of the annual tuition up-front (i.e. Up-Front Payment Plan on the Tuition Sheet)
 - Provide the I-20 signed by the parent/guardian and student
 - Provide a notarized letter of Guardianship
7. School will complete enrollment.
8. An updated I-20 will be issued upon completion of enrollment and official registration with the Student Exchange Visitor Program Service of the U. S. Department of Homeland Security (DHS).
9. School will develop a Graduation Plan
10. Per DHS policy, the I-20 will be issued for one semester and reissued before the beginning of the next semester.

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APPLICANT INFORMATION		
Student Last Name	First	M.I.
Date of Birth	Equivalent Grade Level	
Father's Last Name	First	Occupation
Mother's Last Name	First	Occupation
Home Address		
City		
Country	State	Zipcode
Home Phone	E-mail Address	

LOCAL GUARDIAN INFORMATION		
Primary Guardian Name		
Email Address	Daytime Phone ()	Cell Phone ()
Address		
City	State	Zip Code
Alternate Guardian's Name		
Email Address	Daytime Phone ()	Cell Phone ()
<p>You will receive periodic correspondence from the school regarding your student (absences, illness, incomplete homework, rules infractions, etc.). Correspondence will be sent via email, telephone, and/or fax. Please designate who should receive this correspondence:</p> <p>PRIMARY <input type="checkbox"/> ALTERNATE <input type="checkbox"/> BOTH <input type="checkbox"/> OTHER <input type="checkbox"/> _____</p>		

DISCLAIMER AND SIGNATURE

Please provide any additional information about your student.

I certify that my answers are true and complete to the best of my knowledge.
 I authorize the Local Guardian identified above to act on my behalf.
 If this application leads to enrollment, I understand that false or misleading information in my application or interview may result in the expulsion of my student.

Parent Signature	Date
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Along with this completed application and application paperwork, please provide: a copy of the **students last 2 years of report cards (translated into English)**, a copy of the **student's passport** and/or **birth certificate**, a copy students **current I-20/visa** (if appropriate), and **proof of medical insurance**.