

# International/I-20 Admissions Process

Revised August 2022



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 U. S. educational system and/or instruction in English.

These guidelines should be followed for all students applying for an I-20 Certificate of Eligibility working toward an F-1 Student Visa. 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 (attached)
  - A completed Affidavit of Financial Support signed by the "financial sponsor" (attached)
  - A completed student interview (can be over Zoom)
  - School Records: An official copy of last 2-years report cards, translated into English
    - If a student is attempting to transfer with high school credits, the student will be responsible for providing any needed documentation to determine the U. S. course equivalency: course descriptions, course instructional time, length of school year, etc.
    - Academic Assessments. While we can work with students still learning English, we only work with student of average to above average ability. Academic testing (TOEFL, PSAT, MAP, etc) may be required in some circumstances to determine if students are academically eligible. In some cases, The Tenney School can use report cards and teacher recommendations in lieu of academic testing.
  - For students transferring from another school, submit a copy of your most recent I-20 Certificate of Eligibility, passport, and Visa
2. Tenney School will make a student acceptance decision. To accept the position offered, families will provide:
  - A copy of the student's passport
  - A signed Enrollment Agreement
  - Payment of the Non-Refundable Enrollment Fee
3. An I-20 Certificate of Eligibility will be issued by The Tenney School.
4. Once the I-20 is entered/provided, the student will be able to schedule an Embassy/Consulate appointment to pick-up their F-1. Once the student receives the F-1 Visa he/she must report to Tenney School within 30 days prior to the beginning of school and bring the following items to complete the student's enrollment:
  - Provide a copy of the student's immunization records translated into English by a medical professional. The records must be current
  - Complete the Elective Course Request
  - Provide a notarized Letter of Guardianship with the proper signatures
  - Provide a copy of the student's medical insurance valid for 12 months. The ID card must show the expiration date. (Let us know if you need assistance finding student insurance.)
  - Provide the original I-20 signed by the parent/guardian and student
  - Schedule Achievement Testing for course placement
  - Provide payment of the school's tuition. F-1 students must pay either by the Up-Front or Semester Payment Plans ([www.tenneyschool.com/tuition](http://www.tenneyschool.com/tuition))
5. Tenney School will complete the student's enrollment
6. An updated I-20 Certificate will be issued upon official registration with the Student Exchange Visitor Program on the student's first day of school attendance. The student must be present in class.
7. I-20 Certificates of Eligibility are valid for one semester. Subsequent updated I-20 Certificates of Eligibility will be issued at the beginning of each semester. The student must be in attendance in his/her classes to receive an updated an updated I-20.

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## I-20 SUPPLEMENT

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

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**, a completed **Financial Support Form**, a copy students **current I-20/Visa** (if appropriate).

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## AFFIDAVIT OF FINANCIAL SUPPORT

**This is to certify that I will assume full financial responsibility for the student's duration of study at The Tenney School.**

### STUDENT INFORMATION

\_\_\_\_\_  
Family (Last) Name                      First Name                      Date of Birth

### FINANCIAL SPONSOR INFORMATION

\_\_\_\_\_  
Family (Last) Name                      First Name                      Date of Birth

\_\_\_\_\_  
Country of Birth                      Country of Citizenship                      Relationship to Student

\_\_\_\_\_  
Email Address                      Telephone Number

\_\_\_\_\_  
Sponsor's Complete Mailing Address

I acknowledge that the above financial support information is accurate and complete to the best of my knowledge. I am aware of my financial responsibilities as a financial sponsor to the student named on this form. I therefore certify that I know the contents of this affidavit signed by me and that the content is true and correct.

\_\_\_\_\_  
Financial Sponsor's Signature

\_\_\_\_\_  
Date of Signature