International / I-20 Admissions Process

Information overview | The Tenney School

Students at The Tenney School receive individualized instruction in core subjects, including English, science, history, and math. This approach can help international students transition into the U.S. educational system and English-language instruction.

The following outlines the admissions process for students seeking an I-20 Certificate of Eligibility for an F-1 student visa. Some requirements may also apply to applicants holding other visa types.

1 Apply for admission

Complete The Tenney School Application for Admission and provide:

- I-20 Admissions Supplement and financial support information. These are collected electronically through the Blackbaud admissions process; they are not attached to this overview.
- Student interview (may be conducted virtually).
- Official report cards for the previous two years, translated into English.
- For high school credit transfers, supporting course descriptions, instructional hours, school-year length, or other materials needed to evaluate U.S. course equivalency.
- Academic assessments (such as TOEFL, PSAT, or MAP) if requested. In some cases, report cards and teacher recommendations may be considered instead.
- For students transferring from another school, a copy of the most recent I-20, passport, and visa.

2 After an offer of admission

To accept an offered place, provide a copy of the student's passport, a signed Enrollment Agreement, and payment of the nonrefundable enrollment fee.

3 I-20 issuance and F-1 visa application

After all applicable admissions and enrollment requirements are satisfied, The Tenney School's Designated School Official (DSO) will enter the student's information into the Student and Exchange Visitor Information System (SEVIS) and issue Form I-20, Certificate of Eligibility for Nonimmigrant Student Status.

After receiving the I-20, the student or family must:

- Sign the I-20 (a parent or legal guardian must also sign for students under 18).
- Pay the $350 I-901 SEVIS fee to the U.S. Department of Homeland Security through the official website, **www.fmjfee.com**, and retain the payment receipt.
- Complete the required F-1 visa application (Form DS-160), pay the applicable visa application fee, and schedule an appointment with a U.S. Embassy or Consulate, if a new visa is required.
- Bring the signed I-20, SEVIS fee receipt, and other required documentation to the visa appointment.

Families should notify The Tenney School of visa approval, anticipated arrival dates, or delays that may affect the student's scheduled start date.

4 Prepare for arrival and enrollment

Before the student begins attending, the family will need to provide or complete the following, as applicable:

- Current immunization records translated into English by a medical professional.
- Elective Course Request and achievement testing for course placement.
- Notarized Letter of Guardianship with required signatures.
- Proof of medical insurance valid for 12 months, showing the expiration date.
- Original I-20 signed by the parent/guardian and student.
- Tuition payment under an eligible payment plan. See tenneyschool.com/tuition.

5 Enrollment and ongoing I-20 documentation

The Form I-20 remains valid through the program end date listed on the document, provided the student continues to maintain F-1 status and meets applicable enrollment requirements. Students returning to The Tenney School generally do not need a new I-20 each academic year unless an update or change in SEVIS status is required.

Important: This is an informational overview, not a form to complete. Families will receive the I-20 Admissions Supplement through their Blackbaud admissions checklist. Immigration timing and document requirements should be confirmed with the school's designated I-20 contact.