



## LINFIELD CHRISTIAN SCHOOL Admission Procedure for International Students

Thank you for your interest in Linfield Christian School. Specific instructions for the application forms and for other aspects of the admission process are outlined below:

- SCHOOL ORIENTATION** All parents and students are invited and encouraged to call the Admissions Office and schedule a tour of the campus and observe a class in progress.
- APPLICATION** Applications must be sent with a non-refundable \$500 international student application fee. Applications are accepted beginning December 1 prior to the year of desired entrance. Openings may be limited and applicants are encouraged to apply by February 1. Students may be admitted during the school year if openings are available. Class placement is pending available space and is not confirmed until an applicant completes the admission procedures and the school receives the Registration and Enrollment Agreement and \$3,500 registration fee (the registration fee is non-refundable).
- TRANSCRIPT & REFERENCES** Parents and/or guardians must provide a copy of student transcript in original language and a copy that is translated into English. The following references are required:
  - Academic Reference From a current teacher, school administrator, or counselor.
  - Personal Reference From an adult who knows the student well.
  - English Reference From the student's current English teacher (for students entering grades 7-12)
- TESTING** Applicants for admission for grades 7-12 are required to take the TOEFL.
- ESSAY** Students applying for grades 7-12 will be asked to write a one-page essay to determine English class placement. (Essay testing will be conducted on campus and administered only by Linfield Christian.)
- INTERVIEW** A personal interview with the applicant and applicant's parent or guardian is required. Appointments for the interview will be arranged by the admissions office after the application and other required forms have been received and testing has been completed.
- ENGLISH PROFICIENCY** Applicants must be English proficient and have the ability to function in a classroom where instruction is provided only in English. Applicants must demonstrate their English proficiency (oral, written, and listening comprehension). Linfield Christian School does offer two levels of English Shelter courses. All international students are required to test for placement.
- ADMISSION & ENROLLMENT** Applicants will be notified as soon as possible after completion of the foregoing steps regarding their acceptance and admission to Linfield. Prior to issuance of an I-20, applicants must complete the above process for acceptance and admission. In addition, the parent or guardian must provide:
  - Affidavit of Support and Supporting Documentation Required by the INS
  - Full Payment of Tuition and Fees (Registration fee, annual tuition, parent participation & scrip fees, high school activity fee)
  - Registration and Enrollment Form
  - Addendum to the Registration and Enrollment Form
  - Emergency Medical Information Form
  - Applicant's Visa, Passport, I-94 and Birth Certificate

Before the applicant may start school, the parent or guardian must also provide:

- Proof of up-to-date Immunizations
- Current Tuberculosis Test

According to the Registration and Enrollment Agreement, all fees are non-refundable and parents are obligated for payment of the annual tuition regardless of a student's withdrawal, absence, or dismissal from Linfield Christian School for any reason. Upon receipt of the Registration and Enrollment Agreement and \$3500 Registration Fee, class placement will be confirmed, or in classes where enrollment openings are limited, applicants may be placed in a wait pool. Class placement may occur from the wait pool but is not guaranteed. Tuition payments are due June 1 or upon submitting registration. Please refer to the *Tuition and Fee Schedule* for a list of current costs.

It should be understood that enrollment is contingent upon maintenance of a satisfactory academic and general record. Official school transcripts from the applicant's school must be submitted to Linfield prior to admission. Linfield Christian School admits male and female students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies or other school-administered programs.