

## International Student Application Process

Here are the basic steps for new students to apply for high school placement through our program. Please contact us if you have any questions:

1 Choose your school. Read all the school's information and check the box next to that school's name. Complete the AEEA Application. Send the application, the \$250 application fee payable to AEEA, and required documents to the American Education & Exchange Association. There is a check list enclosed.

2 When we have received your application, application fee, and all necessary documents, we will process the application. NOTE: You may or may not qualify for the school you have chosen. Part of the application process is to find you the best "fit." We will do our best to assure you a good educational experience. It will take about two to three weeks to process your application. You may inquire about your application by e-mailing info@aeeaweb.com

When you are accepted, we will send you (1) a **Form I-20**, "Certificate of Eligibility," (2) a letter of acceptance, (3) a letter to the U.S. Embassy, and (4) invoices for tuition and the AEEA program fee.

You will then need to go on-line and pay the SEVIS fee. It is called a "I-901 Payment." This payment is made directly to the U.S. government. The web site address for this payment is http://www.fmjfee.com After you make your payment, you will need to print out a receipt.

5 Make an appointment with the U.S. Embassy for your student visa interview. When you call ask the embassy if there are any other documents you may need to bring with you. You will need to take all the following documents:

- Passport
- I-20, "Certificate of Eligibility"
- I-901 Payment receipt
- Letter of Acceptance
- Letter to the embassy

6 When you receive your visa, notify AEEA as soon as possible at info@aeeaweb.com.



## **Checklist for Application Documents**

There are several documents to gather and forms to complete. In order to insure a smooth application process and to help determine which school is the appropriate for you, please carefully read through, sign, and send together all of the following completed forms, documents, and application fee. Thank you!

**Application Fee** (\$250 payable to AEEA by check or credit card - use Credit Card Payment Processing Form on next page)

**Application Form** 

**Official Transcripts** 

**English Proficiency Test Score Report** (iTEP SLATE or TOEFL)

**Recommendation Forms** 

**Scanned Image of Passport** 

**Bank Statement** 

Immunization Record

**Medical Release Form** (Signed by parents; this gives doctors permission to give medical treatment in the case of an emergency)

**AEEA Program Guidelines and Agreement** 

**Homestay Application** 

**Student Letter to Host Family** 

**Parent Letter to Host Family** 

Please send all of the above documents, forms, and fee to the following address:

300 N Stadium Drive, Monmouth OR 97361 USA
Phone: 503-837-0146 Fax: 503-838-4476 info@aeeaweb.com www.aeea.com



## **Credit Card Payment Processing Form**

(All Amounts are in US Dollars)

Student Full Name:	
(Surname) (Given Name)	
AEEA Application Fee: \$	
Total amount to be paid: \$	
Cardholder's relationship to the student above:SelfParer	ntRelativeAgent
Card Number:	<u></u>
Expiration Date:	
CVS Code located on back of card:	
Check card type:	
Card Holder's Full Name (as it appears on the credit card):	
Billing Street Address:	
City:	<u></u>
State/Province:	
Zip/Postal Code:	
Country/Region:	
Phone number:	
Signature of Credit Card Holder	Date



Please check the school you want to attend for the 20 -2 school year.

The Ambrose School, Meridian, ID

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Lighthouse Christian School, Twin Falls, ID

Catholic High School, Portland, OR

## **Application for Admission**

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OR

Name:	First	Middle	 Prefe	rred Name	
Address:Street Ad					
			•		
Home Telephone:		Cel	l:		
Passport Number:	E-m	ail:	SKYPE	ID:	
Birth Date:(month	n/day/year)	Age:		Male	Female
Student's current school:			Current grade: _		
Have you ever been expel	led from or asked to le	eave a school? Yes	No (If Yes, explain	on an additiona	I sheet of paper)
Desired Starting Grade (ci			Starting Date:	to Month/Year to	Month/Year
Religious Affiliation:					
How long would you like to	o attend this school?	Only on	e year Mo	ore than one ye	ear
Why do you want to atter	nd this school?				
Attend the sch graduate). Attend the sch	n the school checked al nool checked above for nool checked above on	• .	not graduate (Will r		country to
Where do you want to att	end college?	U.S.A.	Your Home Countr	ry .	Other
declare that to the best of the best of the complete. I understand the with no refund.	-				
Student Signature		Parent Signatur	e		Date

Parent Information	
Father	Mother
Name:	
Last/Family First	Last/Family First
E-mail Address:	E-mail Address:
Home Address:	Home Address:
(If different from applicant's)	(If different from applicant's)
City:	City:
Country:	
Postal Code:	Postal Code:
Home Telephone:	Home Telephone:
Cell Number:	Cell Number:
Employer's Name:	Employer's Name:
Occupation:	
Religion:	Religion:
Primary Contact E-mail for all official commu  Family Information	nication:
•	
Please check the appropriate boxes: Student lives with Mother and Father Student lives with Father Student lives with Mother	Parents separated Parents divorced Father deceased Mother deceased If divorced or separated, which parent has custody? Mother only Father only Both If divorced or separated, which parent receives mailings? Mother only Father only Both
Sibling Information	
Names & ages of brothers & sisters:	
Name M/F	Age School attending
Agent Information	
Company Name: Agent's Name:	
Address:	
	City Country Postal Code
Telephone:	,



# International Student Recommendation Form ENGLISH

The student named below has applied for admission to one of AEEA's partner high schools. We would appreciate your assistance in completing this checklist to help us assess the student's ability to meet the requirements at their chosen school. Thank you for your assistance.

requirements at their chosen school. Thank you	or your assistance.
Student's Name:	Date:
Current School:	School Phone:
Current English Teacher:	Signed:
o o	ish Honors English
Do you recommend an international student prog	gram for this student? Yes No
Please rate the student on each of the items below	N:
Outstanding	g: [Always, almost always] [Superior]
Good	d: [Quite often]
Averag	e: [Generally] (fair]
Poo	r: [Rarely, seldom, never] (Below Average]
N.	A: [Not applicable] [Never Not observed]

Characteristics	Outstanding	Good	Average	Poor	N/A
Ability to work independently					
Ability to do independent study and research in areas of interest					
Academic performance in English					
Academic potential in English					
Completes assignments on time					
Study habits/skills in English					
Critical and abstract thinking					
Reading					
Speaking					
Writing/vocabulary & grammar					
Oral comprehension					
Test results in English					
Works effectively in English					
Overall evaluation in English					
Classroom conduct					

THIS Recommendation WILL REMAIN CONFIDENTIAL AND WILL NOT BECOME PART OF THE STUDENTS PERMANENT RECORD. PLEASE BE CANDID.

#### Written Evaluation

I hereby authorize my child's school to prepare and submit the written recommendation required by the American Education & Exchange Association (AEEA) as part of their application process for attendance at an American high school. I understand that this written evaluation is confidential and may not be reviewed by the applicant or the applicant's parent/guardian. The evaluation will be used only in the admission process and will not become part of the student's permanent record.

Student's Name:				
Current School:				
Parent/Guardian Signature:				
Print Name:				
Additional Teacher Comments:				
I would like a telephone conference:	Yes	No Phone: (	)	

THIS Recommendation WILL REMAIN CONFIDENTIAL AND
WILL NOT BECOME PART OF THE STUDENTS PERMANENT RECORD. PLEASE BE CANDID.

Please return this recommendation form via e-mail or mail to:

Roger Shinkle or Jessica Raymond
Office of Admissions
American Education & Exchange Association
300 N. Stadium Drive
Monmouth, OR 97361 USA
info@aeeaweb.com



# International Student Recommendation Form SCHOOL ADMINISTRATOR

• •	cklist to help us assess the student's ability to meet the for your assistance.
Student's Name:	Date:
Current School:	School Phone:
Principal/Counselor:	Signed:
Do you recommend an international student progr Please rate the student on each of the items below Outstanding: Good:	:

[Generally] (fair]

The student named below has applied for admission to one of AFFA's partner high schools. We would

Average:

Poor: [Rarely, seldom, never] (Below Average]
NA: [Not applicable] [Never Not observed]

Characteristics	Outstanding	Good	Average	Poor	N/A
Ability to work independently					
Academic performance					
Academic potential					
Conduct/citizenship					
Cooperation with adults					
Honesty					
Leadership					
Motivation					
Participation in activities					
Relations with schoolmates					
Study habits					
Overall evaluation of student					

Any outstanding talents?		
Please list school activities	s this student has been involved in within the past two y	/ears?
	·	

THIS Recommendation WILL REMAIN CONFIDENTIAL AND WILL NOT BECOME PART OF THE STUDENTS PERMANENT RECORD. PLEASE BE CANDID.

#### Written Evaluation

I hereby authorize my child's school to prepare and submit the written recommendation required by the American Education & Exchange Association (AEEA) as part of their application process for attendance at an American high school. I understand that this written evaluation is confidential and may not be reviewed by the applicant or the applicant's parent/guardian. The evaluation will be used only in the admission process and will not become part of the student's permanent record.

Student's Name:			
Current School:			
Parent/Guardian Signature:		Date:	
Print Name:			
To be filled out by School Administrator			
Any significant health problems?	Yes	No	
Any significant behavior or personality problems?	Yes	No	
Any significant attendance problems?	Yes	No	
If you answered yes to any of these questions, please explain	in in the space belo	W.	

THIS Recommendation WILL REMAIN CONFIDENTIAL AND
WILL NOT BECOME PART OF THE STUDENTS PERMANENT RECORD. PLEASE BE CANDID.

Please return this recommendation form via e-mail or mail to:

Additional School Administrator Comments:

Roger Shinkle or Jessica Raymond
Office of Admissions
American Education & Exchange Association
300 N. Stadium Drive
Monmouth, OR 97361 USA
info@aeeaweb.com



#### **AEEA Immunization Record**

United States law requires proof of immunization be provided or a religious or medical exemption be signed prior to a child's attendance at school. This information is being collected on behalf of the American Education & Exchange Association to provide to the school for which you have applied. Vaccine history must include at least the month and year. Please list immunizations in the order they were received. You should be aware that the rules for immunizations DO NOT recognize as valid immunizations given prior to the age of one for Diphtheria/Tetanus. Therefore, if your immunization date in the first category is prior to your first birthday, please get an additional dose prior to your arrival in the United States.

Child's Last Name Firs	st	Middle	e Initial		Birthdate
Mailing Address	C	City		State	Zip Code
Parents' Names			Hom	e Telephone	Number
Required Vaccines	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
Diphtheria/Tetanus/Pertussis (DTaP, Tdap, Td)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)
Booster Dose Tdap					
Polio (IPV or OPV)					
Varicella (Chickenpox) [VZV or VAR]  Check here if child has had chickenpox disease (mm/dd/yy)					
Measles/Mumps/Rubella (MMR)  or  Measles vaccine only  Mumps vaccine only  Rubella vaccine only					
Hepatitis B (Hep B)					
Hepatitis A (Hep A)					
Haemophilus Influenzae Type B (Hib) (Only children less than 5 years)					
I certify that the above information is an a	accurate reco	rd of this child	's immunizati	on history.	
Printed name of Physician:					
Physician's Signature:			[	Date:	
In the event that Oregon health authoritie give permission for the above student to be			•	iires further in	nmunizations, I
Print Name:					
Parent/Guardian Signature:				Date:	



#### Medical Release Form

Permission to provide medical treatment for

Student's Name	
In the event that there is an emergency situation, American Education & Exch duly appointed representative, will attempt to contact the parents as soon as pos parents are unable to be contacted in a timely manner, this release will be recogn provide medical treatment for the above-named student, as deemed necessary be Exchange Association or the Host Family.  Please provide the following information:	sible. However, if the nized as permission to
Emergency Telephone Numbers:	
Parents:	
Parents' E-mail:	
Relative / friend / etc.:	
Relative's E-mail:	
List any ongoing illnesses or allergies:	
List all prescription medications the student will take while in the program (includ	e dosage information):
Please be aware, students are only allowed to bring medication for which they he from a physician. All other medication, over-the-counter or otherwise, will be co	
Parent/Guardian Signature: Dat	e:
Print Name:	



## **AEEA Guidelines and Agreement**

For you to have a fulfilling experience, the following guidelines have been established. We would like both you and your parents to read them **carefully**. If you understand and agree, please sign.

**Program Purpose**: The primary purpose of this program is to

- (1) provide a high school education as preparation for higher education, and
- (2) improve the student's knowledge of the American culture, including the historical Christian faith and English language (for those students in private Christian High Schools). This is accomplished through (a) active participation in family life, (b) community activities, and (c) school programs. In order for you to have a successful and fulfilling experience, your purpose for coming needs to be the same as the Program Purpose.

**Your expectations**: You should be aware that life in the US may not be what you expected. The American culture, as you experience it here, will probably not be the same as you see on television, in the movies, or in magazines. Host families come from a variety of ethnic backgrounds.

**Host Family and Cultural Adjustments**: Life in the United States will be **very** different from what you are accustomed to in your own country. **You need to be willing to adjust to a new culture**:

- 1. **Family Rules**: You should expect to adapt to your new family and to the customs of the family. These customs may be quite different from your own family, such as curfew, asking permission to go out, etc. You will need to be ready to adjust to a new life.
- 2. **Family Chores**: You should expect to assist with the household chores as a member of the family. You should not expect to be treated as a guest at a hotel.
- 3. **Family Activities**: Since you will be considered a part of the family, expect to take part in activities with your host family, such as visiting relatives, celebrations, trips, and going to church.
- 4. Church Attendance: Your family will most likely be a Christian family. You will be invited to go to church with them. Please look forward to going with your family to church on Sundays. It is a great way to make friends and learn about the American culture and the Christian world view and life style. Even if you are not comfortable with attending regularly you are required to attend at least once when you first arrive and during Christmas and Easter, as these holidays have cultural significance beyond their purely religious aspects.

#### Rules of the program:

- 1. The following activities are **strictly prohibited**: smoking, drinking alcoholic beverages, pornography, and drugs (possession of controlled substances [cigarettes, alcohol, drugs, etc.] may result in immediate expulsion from school).
- 2. **Host Family Rules**. Complying with all rules established by host family is essential. Consistent failure to comply may result in having to leave the program.
- 3. **Grades**. Maintaining a grade of at least a C average is required. Failure to maintain a 'C' will result in probation. A tutor may be required at the student's expense. Probation is a case by case decision. Your first year can be very difficult, expect to work hard.

- 4. **Driving**. Driving automobiles and motorcycles by international students is prohibited. (Seniors with a 3.0 GPA or higher may begin driver training but may not operate personal, host family, or friends' vehicles).
- 5. **Travel**. Before traveling, AEEA students are required to receive the permission of the Program Manager, host parents, and the student's parents. Missing school requires a valid reason and is not permitted to extend holidays or school breaks. All travel must fall within the travel guidelines set by AEEA. No tickets for travel should be purchased without proper approval.
- 6. **Problems**. Should problems arise during the program, you must contact the host family or your AEEA student liaison first. This is to avoid confusion.
- 7. **Magazines & books in your mother language**. Magazines and books in your own language interfere with your English education and distract others. Do not bring them to school.
- 8. **Visits by Relatives or Friends**. Any visits must be coordinated in advance through the AEEA and should be limited to school breaks and graduation. Visitors are not permitted to stay at the homestay residence.
- 9. You will need to comply with all the guidelines and rules in the **Student/Parent Handbook** for your school (you will receive a copy after you arrive). This includes information on dress code, academics, sports, school behavior, school discipline, etc.
  - **Note**: Hair must be a natural color. If your hair is unnaturally colored (purple, fuchsia, blue, etc.) you will not be allowed to attend school until it is changed to a natural color. Boys may not wear earrings. Boys and girls may not have other piercings.
- 10. **Computer use**: I understand that having and using a computer is a privilege. If I misuse my computer, break other rules, or any of my grades drop below a "C", my computer may be confiscated by AEEA until they deem it appropriate to return it. Computers and other internet enabled devises are not allowed in your bedroom.
- 11. **Cell Phone Use**: I understand that having and using a cell phone is a privilege. If I misuse my cell phone, it may be confiscated by AEEA, until they deem it appropriate to return it.
- 12. **Physical Changes**: Student may not get new piercings, tattoos, or otherwise permanently change their appearance.
- 13. Religious Affiliation: Student may not change their religious affiliation until after graduation.
- 14. **Relationships**: Students are discouraged from having exclusive/serious romantic relationships.
- 15. **Sexual Activity**: Student are prohibited from sexual activity of any kind. Students becoming sexually active may be dismissed from the program.
- 16. Legal Compliance: Students breaking the laws of the land may be dismissed from the program.

#### Finances, Academics, etc.

- 1. **Application Fee**. There is a \$250 Application Fee due when a complete application is submitted. No materials will be processed until this is received.
- 2. **Program Fee Deposit**. A \$1,000 program fee deposit is due after a student receives their visa to secure their enrollment with AEEA and their high school. The remainder of the program fee payment is due by July 15<sup>th</sup>.
- 3. **Tuition & Fees**. Tuition payments are due July 15<sup>th</sup> at most AEEA schools. **Students are not permitted to register or begin classes until both tuition and the AEEA program fee are paid in full.**
- 4. **Insurance**. All students are required to purchase insurance through AEEA. Payment is due at the same time as the program fee. All students have the same policy and will receive a copy of their insurance card. Their host parents will also have a copy of the insurance card and instructions on how to use their insurance.
- 5. **Refunds**. Tuition and the AEEA program fee for the current semester will not be refunded to any student who withdraws or who is expelled. If a student leaves the program first semester, 70% of their AEEA program fee for second semester will be refunded. It is up to the discretion of the high school whether a tuition refund will be provided for second semester. If a student withdraws or is expelled second semester, no refund will be provided.

- 6. **Academic Placement**. Academic placement (your grade level) is the sole discretion of the American Education & Exchange Association. You might not be able to enter at the grade level you desire. This is determined by your academic record, consultation with the school registrar, and an English proficiency assessment. Depending on your academic and English ability, you need to realize that graduating from an American High School may take longer than expected.
- 7. **Advanced Placement and Honors Courses**. Placement into AP or Honors courses can be very challenging for international students. Placement into these courses will be done at the discretion of the high schools. Placement testing may be required and entry into these courses is in no way guaranteed.
- 8. **Host Family Placement**. Placement with a host family is the sole choice of AEEA, working with and through Happy Homestay USA. **(Students may not make host placement decisions)**.
- 9. **Tutoring**. When student grades fall below a "**C**" average, the student will be assigned a tutor. It is their responsibility to pay for the tutor, whether the school pays the tutor and then needs to be reimbursed, or the student pays directly, it is the financial responsibility of the student and his/her parents.
- 10. **Student photographs release**. I understand and agree that the AEEA program has the right to photograph my student. Some of these photographs may be used to promote either the high school or the AEEA program. My signature below verifies that I understand this and gives my permission for such photographs.

#### **Religious Instruction**

I understand that I will be instructed in the religion of the school that I attend, and that I must pass these classes to graduate. I also understand that I do not need to share these religious beliefs, nor am I expected to convert. I agree to study diligently and be respectful of the school's religion and rules.

#### **Probation and Expulsion**

Violation of the above guidelines may result in **discipline**, **suspension**, **or expulsion**. The decision is the sole discretion of the AEEA, on a case by case basis.

Our desire is that every student have a positive, healthy, growing experience in our program, and we will do all that we can to encourage and support you. If there are problems, we will do our best to help you solve any issues you may be experiencing. We want to give you an experience that is warm, caring, and accepting.

#### Agreement:

We (student and parents) have read, understand, and agree to all of the above. As a student, I agree to obey these guidelines and I understand that disobeying them may result in my being expelled from the program and sent back to my home country at my family's expense. We understand the refund policy and that the tuition and are non- refundable. We also understand that any false statements or omissions in this application may result in the student leaving the program. We also testify that the student's purpose for attending the AEEA Program is the same as the purpose for the program.

Signed:	Date:
Signed:	Date:



# Happy Homestay USA

## STUDENT HOMESTAY APPLICATION

Student's Name							Date of Birth:					
E-mail address:							Nationality:					
School attending:Start date:						Gender						
					Ending date:							
	se provide tl		_									
						Father's name:						
Er	mergency Ph	ione:					E-mail a	address:				
					STUDI	ENT II	NFOF	RMAT	ION			
	ease answer ting the most				_				_			come, and 1
		1	2	3	4	5	6	7	8	9	10	
		not ok	кау		somewh	at okay		oka	У	very m	uch okay	
1.	(1-10) Do you like living with young children?											
2.	(1-10) Ho	w do y	you feel	about	attendir	ng a Chr	istian d	hurch?				
	Do	you h	nave a r	eligiou	s prefere	ence? (Ye	es or no	o) If yes	s, whic	:h?		
3.	3. (1-10) You will probably have your own room, but there is a possibility you may share a bedroom. We will try to find a host family that can provide you your own room, but we cannot guarantee this. How do you feel about sharing a room?											
4.	(1-10) How do you feel about living with an older single adult?											
5.	(1-10) Ho	w do y	ou feel	about	living w	ith a you	ung sin	gle adu	lt?			
6.	(1-10) Ho	w do y	ou feel	about	living w	ith pets?	?					
7.	7. Are you allergic to any pets? (Yes or no) If yes, list?											
8.	3. Do you smoke? (Yes or no)											
9.	. (1-10) Do you like to cook for yourself sometimes?											
10	. (1-10) Wo	ould yo	ou like t	o atter	nd family	activitie	es?					
11.	. (1-10) Yoເ different f How comf	rom yo	our owr	ı image	e of a typ			•				
12.	. (1-10) Are host famil		villing t	o be ve	ery flexib	le and p	atient	with yo	our			
13.	. Do you ha	ve any	allergi	es? (Ye	s or no)	If yes, p	lease l	ist aller	gies ar	nd medic	ations:	

•	•		_	al conditions?	•	•	yes, list	conditic	ns and a	ny	
What intere	sts or hobbi	es do yo	u have?	Check all tha	at apply	<b>y</b>					
Travel	vel Camping Dand		Ea	ating out	Craftii	Crafting		Movies		Walking	
Games	Exercise	Sports	Ca	Cards		Cooking		Photography		Swimming	
Reading	Music	Hiking	Ga	Gardening		Baking		Shopping		Relaxing at home	
Pool	Racing	Excursi	ons Sig	ghtseeing	Techn	nology Sewing		Watchi		ing TV	
How would	you describe	the en	vironme	nt in your pe	rfect h	omest	ay? Che	ck all th	at apply	1	
Active Talkative			Private	Relaxe	ed	d Adve		nturous Nurtı		Involved	
Independer	nt Support	ive	Quiet	Energ	etic	Disci	olined Struct		ured	Athletic	
Musical	Sponta	neous	Religiou	ıs Fastid	ious	Tidy		Artistic		Busy	
How would y	you describe	your p	ersonalit	ty? Check all	that ap	ply					
Active	Active Talkative Pr		vate	Relaxed	А	dventu	rous	ous Indepe			
Quiet	et Energetic At		hletic Musical		S	Spontaneou		us Religious			
Tidy	dy Artistic F		n Calm		Outgoing		Reserved				
Do you play a	an instrumer	t? Yes_	No	If yes, v	which o	ne?					
Do you play a	a sport? Yes	N	No	_ If yes, which	one? (	Check a	all that a <sub>l</sub>	oply			
Baseball Soccer		er	Basketba	all Footb	oall Wrest		tling Other				
Do you want	to join a spo	rts team	n? Yes	No							
Do you have	any brothers	or siste	rs? Pleas	se list their na	mes an	d ages	:				
What kind of	food do you	like to e	eat?								
By signing th	is application	l herek	ny agree	to follow all t	he hom	nestav i	rules and	l guideli	nes as w	ritten in	
, , ,	omestay USA	Handbo	ook. I ack	nowledge th		•		•			
Name (please	e print):										
							Date: _				
Signature: Date: Date:											



#### Letter to my Host Family

On this page please write a letter to your host family. In your own words, describe:

- a.) Your hopes and dreams for the future.
- b.) Your favorite activities (sports, art, entertainment, etc.).
- c.) Your personality. How would you describe yourself?



### Letter to my Child's Host Family

On this page please write a letter to your child's host family. In your own words, describe:

- a.) Your hopes and dreams for your child's future.
- b.) Your knowledge of your child's favorite activities (sports, art, entertainment, etc.)
- c.) Your child's personality. How would you describe them?