

APPLICATION CHECKLIST

- STEP 1-** Compile your application packet by preparing:
 - Your **transcript** (translated into English) showing grades for the past three years including the current year
 - Results of an **English proficiency test** (TOEFL, TOEFL Jr, iTEP SLATE, IELTS, or ELTiS)
 - Copy of **passport** identification page
 - \$100 non-refundable **application fee**
 - International Student Application**
 - Two **Teacher Assessments** (attach teacher recommendation letters)
 - High School Student Questionnaire**
 - Evidence of Financial Support** (attach bank statement/letter)

- STEP 2-** Email the complete application packet to iyun@cityschool.org or mail it to:
The City School at Rittenhouse
315 South 17th Street
Philadelphia, PA 19103

- STEP 3-** Once all documents have been submitted, you will be contacted to set up an **Admissions Interview**. This is conducted in person or via Skype with the Student, Parents, Principal, and International Coordinator. Also, you will be scheduled to take our **Entrance Exam**.

- STEP 4-** Once the Admissions Interview and Entrance Exam are completed, a **Letter of Decision** will be sent to you notifying whether you are accepted into The City School.

- STEP 5-** Once you have received a Letter of Acceptance, an **Enrollment Form** (emailed to you) will be requested along with a non-refundable **\$400 Enrollment Fee**.

- STEP 6-** Once you have enrolled, we will mail you an **I-20**, a certificate of eligibility for non-immigrant F-1 student status. You will need to schedule an appointment with the U.S. Consulate to **apply for an F-1 visa**.

- STEP 7-** Finally, please submit:
 - Tuition payment** (due within 30 days of official acceptance to The City School) along with the following forms which will be emailed to you:
 - Student Medical Form** (completed by a licensed physician) along with a copy of your **health insurance**
 - Signed **International Student Handbook**
 - Signed **Designated Guardian Form** (if applicable)
 - Signed **Power of Attorney** (if applicable)

Once these steps are complete, you are all set to arrive at The City School! As you go through the application process, Ms. Yun is happy to answer any questions you have. You can reach her at 215-731-1930 or iyun@cityschool.org