**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

□ Copy of **passport** identification page

□ $100 non-refundable **application fee**

□ Optional: Results of an **English proficiency test** (TOEFL, TOEFL Jr, iTEP SLATE, IELTS, or ELTiS)

□ **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 jyun@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**. If interested, please talk to International Coordinator about the **homestay program** at this time (see note at bottom).

□ 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. Included with the acceptance letter will be the following documents: Enrollment Form, The City School Family Handbook, International Student Handbook, Student Medical Form, Designated Caregiver Form, Power of Attorney Form, and International Student Questionnaire for Host Family Program.

□ STEP 5- To enroll, a completed Enrollment Form is due along with a non-refundable $1,000 Enrollment Deposit and the International Student Handbook signed by the student and parent. Half ($500) of the Enrollment Deposit will be used for processing the I-20 and the other half will be credited to your tuition payment for the first year.

**If you enroll by March 31st, you will receive $1,000 off your total tuition bill!**

□ STEP 6- Once Step 5 is completed, 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**. A copy of the F-1 visa should be sent to International Coordinator. If the F-1 visa is denied, $500 will be refunded from the enrollment deposit. Proof of denial is necessary for refund.

□ STEP 7- The following are due within 90 days of the I-20 being mailed out or by July 1st (whichever date comes first):

□ **Tuition payment** (preferably remitted in full by July 1st ; or remitted in two payments- 50% by July 1st and 50% by December 1st).

□ **Student Medical Form** (completed by a licensed physician) along with a copy of your **health insurance**

□ **Designated Caregiver Form** (signed by parents)

□ **Power of Attorney** (signed by parents requesting a homestay from The City School)

□ STEP 8- Communicate with International Coordinator to set a date of arrival. A copy of the **flight itinerary** should be forwarded to International Coordinator at least 14 days before departure.

□ STEP 9- Within 24 hours of arrival, come in to school to meet with International Coordinator. Student and caregiver attend International Student Orientation and Back-to-School Night the week before school starts.

Note on Homestay Program: If you wish for a homestay through The City School, we can coordinate it for $9,000 for the school year. Interest in our homestay program should be expressed at the time of initial application. The International Student Questionnaire for the Host Family Program along with a non-refundable $500 processing fee is due prior to placement. The remaining $8,500 is due after placement along with a signed Hosted International Student Handbook/Hosted Student Contract.

Once these steps are complete, you are officially set to attend as a student of 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 jyun@cityschool.org