

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 Mrs. Africa Jones at ajones@cityschool.org or mail it to:

The City School at Poplar
910 North 6th Street
Philadelphia, PA 19123

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):

- \$15,000 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.

*Note on Making Payments: You can pay tuition and other fees by check or by Flywire. The City School has partnered with Flywire to make tuition and fee payments easier for our international students. Flywire offers multiple methods of international payment and helps save on bank fees and exchange rates. Flywire will make sure your payment arrives here safely.

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, Mrs. Jones is happy to answer any questions you have. You can reach her at 215-731-1930 or ajones@cityschool.org.