

FEDERAL WAY PUBLIC SCHOOLS
Educational Resource Center (ESC)
31405 18th Ave S
Federal Way, WA 98003

**PRE-ENROLLMENT APPLICATION/CHECKLIST FOR PROSPECTIVE
FOREIGN EXCHANGE STUDENT**

All required documentation listed below must be received by June 15 to be considered for fall placement.

Student Name _____ Birthdate _____ Country _____ Grade _____
(please print)

Student's Home Address _____

The Student Wishes to Enroll at _____ High School as a: J-1

Organization Name (J-1) _____ Telephone _____

Host Family Name _____ Telephone _____

Host Family Address _____

The following items must be submitted to the Office of Student Placement before an approval/denial will be issued:

- Official results of TOEFL or SLEP test administered within one year of the application date
- Verification of adequate medical coverage, both health and accident
- Student's academic transcript translated into English with explanation of grading system
- Student's immunization record in compliance with Washington State requirements, translated to English
- Health report completed by a physician in the resident country, translated to English
- Written letters of recommendation from the student's English teacher and school principal or counselor
- Handwritten letter, written in English, by the prospective student indicating why he/she is applying for study in the United States
- Affidavit of sponsoring organization/individual for providing English tutor as needed (copy attached)

For office use only:

Application is: **Approved** **Denied** (If denied, explanation will be attached)

If approved, the above named student may enroll at the requested school after pre-enrollment check-in at the ESC. Student will be enrolled as a full time student and will be subject to the same policies, rules of conduct and attendance requirements as all other students.

Signature of Mgr. of Student Placement

Signature of Principal

Date

- Copies of return airline ticket to student's home country; student's passport, visa, and IAP66 must be presented prior to registration (as part of the pre-enrollment check-in.)