



**ORANGE COUNTY PUBLIC SCHOOLS**  
INTERNATIONAL STUDENT  
ADMISSION APPLICATION School Year:  
2024-2025

**IMPORTANT INFORMATION:**

- Per the International Customs Enforcement (ICE), public schools can issue an I-20 for **one year only and it is non-renewable**.
- The student must be under the age of 18 and has not completed secondary school (has not graduated). I-20's are for high school students only (grades 9-12).
- Seniors can only enroll for first semester or an academic year (no second semester enrollment).
- Satisfactory progress, appropriate behavior as per the School Board of Orange County Code of student Conduct and full time enrollment is required at all times.
- The F-1 non-immigrant student is allowed to take only 1 class through an on-line or distance learning program along with a full high school schedule.
- Deadlines for application:
  - > May 1 - July 11, 2024 for August registration (1<sup>st</sup> semester, Full Year) **no exceptions**
  - > November 1 - December 13, 2024 for January registration (2<sup>nd</sup> semester) **no exceptions**

The applicant must follow the steps below and present all required documentation in person to our office for eligibility:

**Steps:**

1. Family makes an appointment by calling Miriam Solis at (407) 317- 3700 ext. 202-2123 or emailing her at [Miriam.Solis@ocps.net](mailto:Miriam.Solis@ocps.net).
2. **Required documents for your appointment:**
  - Completed OCPS International Student Admission Application provided on the last page (**must be typed**)
  - Birth Certificate of the student and copy of passport
  - Educational Records: Official translated transcript with the last three school years completed and an active year transcript with courses in progress
  - If student will be residing with someone other than the parent, an Educational Guardianship is required and can be obtained at the time of your I-20 appointment, there is no need for a separate appointment – Please refer to the following site for requirements:  
[https://www.ocps.net/departments/student\\_enrollment/guardianship](https://www.ocps.net/departments/student_enrollment/guardianship)
3. At the appointment, the family provides fee and required documents stated on step 2. Payment must be a **Cashier's check from a U.S. bank ( NO PERSONAL CHECKS )** made payable to Orange County Public Schools in the amount of:
  - Full Year- \$TBD U.S. Dollars
  - Semester- \$TBD U.S. Dollars



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4. Staff completes the on-line I-20 form
5. Staff submits the I-20 electronically to ICE
6. If the student is approved, please present the following documents to the school at the time of registration:
  - Copy of I-20
  - Educational Guardianship (if applicable)
  - Registration documents required

**Refunds:**

The family may request reimbursement if the student has a denial of the F1/student visa or does not attend school. The family must request reimbursement of the I-20 fee by submitting a written request with the following information:

- Mailing address
- Student name
- Copy of denial letter

**Travel outside the States**

If a student wishes to travel while attending school, they must have their I-20 Travel Endorsement signed by a School Designated Official. Make an appointment by calling Miriam Solis at (407) 317- 3700 ext. 202-2123.

**Students Transferring Out:**

Any student requesting their I-20 transferred out to another educational institution must submit a written request stating the following information:

- Name of institution
- SEVIS ID of institution
- Name of student
- SEVIS ID of student
- Date for transfer

