

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 <u>one</u> 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 (1st semester, Full Year) **no exceptions**
 - > November 1 December 13, 2024 for January registration (2nd 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.

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
- 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



- 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



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| Name of Student: | | | | |
|--|---|-----------------------------|--------------------------|--|
| | Last) | (First) | (Middle) | |
| Date of Birth: | | nder: | Student's Age: | |
| | Day / Year | | | |
| City & Country of Birth: | | Country of Citizenship: | | |
| Student's Primary language | e: | Student's proficier | ncy in English: Good Poo | |
| School attended Last Year: | | | | |
| Application Term: 🗌 Full | Year 🗌 Semester 1/A | ugust-January 🗌 Semes | ter 2/January-June | |
| Has the student received | a high school diploma? | Yes No G | rade Level Entering: | |
| Relationship to Student: | Parent | Guardian | | |
| Parent/Guardian Name: _ | | | | |
| | (Person student will be resid | ding with in Orange County) | (Email Address) | |
| Local Address: | | | | |
| (Number) | (Street N | ame) | (Apt. #) | |
| (City) | (State) | (ZIP) | (Phone #) | |
| Foreign Address: | | | | |
| (Numbe | | ame) | (Apt. #) | |
| | | y) (Country) | (Postal Code) | |
| (City) | (Province/Territory | y) (country) | (i ostal couc) | |
| | | | Date | |
| Signature | of Parent or Guardian | | | |
| Signature | of Parent or Guardian For C | Office Use Only | Date | |
| Signature | of Parent or Guardian For C | Office Use Only | Date | |
| Signature Orange County school att | of Parent or Guardian For C endance zone: | Office Use Only | Date | |
| Signature Orange County school att Signed: | of Parent or Guardian For C | Dffice Use Only | Date Date: | |
| Signature Orange County school att Signed: | of Parent or Guardian For C | Dffice Use Only | Date | |