



## INTERNATIONAL STUDENT APPLICATION & ENROLLMENT PROCESS

### 1. SUBMIT COMPLETE APPLICATION FILE.

Documents required:

- CHCA application for admission
- \$350 application fee (*paid via Flywire if outside the U.S.*)
- International Student Application Essays
- International Family Profile
- Complete set of school records (*Two years translated transcripts listing courses taken and grades received*)
- Completed teacher recommendation forms using SchoolRecs link sent upon completion of CHCA application (*one from English teacher, one from Math teacher*) (*email [international@chca-oh.org](mailto:international@chca-oh.org) for alternative forms*)
- Copy of birth certificate (*translated into English*)
- Verification of funds available for tuition and fees (*Stamped certificate of deposit from bank*)

### 2. COMPLETE ADMISSIONS TESTING AND SUBMIT OFFICIAL TEST RESULTS.

Required tests:

- TOEFL, TOEFL Jr. or IELTS
- Independent School Entrance Exam (<http://erblearn.org/parents/admission/isee> or at a Prometrics Testing location. *Contact Admissions for additional information.*)

### 3. FAMILY INTERVIEW

*(scheduled upon completion of steps 1 and 2)*

Upon receipt of completed file, we will review the student's file to evaluate potential success in all areas of achievement. If criteria are met, family will be invited to interview via SKYPE for further evaluation.

### 4. ADMISSIONS NOTIFICATION

If offered enrollment, I-20 will be issued at this time. Family is responsible for securing appointment with Consulate for interview and issuing of F1 Visa.

### 5. COMPLETE ENROLLMENT (*upon F-1 visa approval*)

Required documents:

- Completed enrollment contract and \$500 enrollment deposit
- Copy of Visa and Passport
- Copy of Medical History and Immunizations (official document on CHCA ISP website)

### 6. HOST FAMILY NOTIFICATION

Each Host Family is carefully screened, interviewed, and matched by a CHCA selection committee. Student will be provided with contact information upon completed match.

### 7. ARRIVAL AND INTERNATIONAL STUDENT ORIENTATION

- Two weeks prior to the start of school, (Orientation fee will be added to new student's first bill)
- Orientation required for all first year international students
- Student will be notified of actual start date and should confirm all travel plans with International Student Program Department prior to booking flights.

### 8. SCHOOL BEGINS

*Each student's file is reviewed by the Admissions Committee. All discussions regarding applications are held in strict confidence. Admission decisions consider the applicant's potential for success in CHCA's program and the parents' desire for a Christ-centered education for their children. Parents will be notified in writing of the Admissions Committee's decision; reasons for the decision will be kept confidential within the committee. The school reserves the right to retract an offer of admission to a student previously accepted if the final transcript reveals performance or behavior that is unacceptable to CHCA's standard for admission or if any information on the original application is found to be false.*