

**FOREIGN STUDENT ADMISSIONS INFORMATION**  
**F-1 VISA STUDENTS**

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**\*\*\* STUDENT MUST RESIDE IN THE CITY OF ALAMEDA TO BE ELIGIBLE\*\*\***

The Alameda Unified School District (AUSD/District) is authorized to issue I-20 documents for students to attend an AUSD high school using an F-1 student visa. The following information is meant to familiarize you with District policy and procedures. Students, parents and guardians may wish to contact the U.S. State Department, Immigrations and Customs Enforcement Agency or an immigration attorney for additional information.

**F-1 Visa Students** may only attend public school grades 9-12 for 10 months in accordance with federal law. Students are in this country for the sole purpose of study and must be attending a full-time program. Students must not have already completed another high school program, and unless otherwise authorized, must be under the age of 18 at the time of enrollment. AUSD is unable to accommodate F-1 students with special education needs or students with special medical or educational requirements.

Parents must understand all district information regarding foreign student admissions, including the refund policy. Parents must complete and/or read and sign the **I-20 Application** and complete, sign and notarize the **Authorization for Adult to Act as Custodial Parent**. Parents are responsible for locating suitable living arrangements for the student. The parent must designate the host guardian and may designate an additional guardian on this form.

**Homestay Accommodations and Guardians** are not located or provided by the AUSD staff. Additionally, the District cannot suggest or recommend home stays or living arrangements for international students.

**Host Guardians** must reside in the city of Alameda, be 21 years of age or more, and be a U.S. citizen or permanent resident. The host guardian must be willing to receive, maintain and support the student and must assure the U.S. Government that the student will not become a public charge in the United States.

Additionally, please note the following requirements for the guardian:

- Student and Host family must reside within the City of Alameda.
- Guardian must complete the online registration and make the enrollment appointment to complete the enrollment, meet with the PDSO with originals and 1 copy of all required documents on the I-20 Checklist. The presence of at least one assigned guardian is mandatory at the time of the enrollment appointment.
- Advise the PDSO when the student arrives and starts school. Provide the PDSO with a copy of the student's passport.

**Note:** *The student's record will not be activated until these documents are received and enrollment at the requested school is confirmed.*

STUDENT SERVICES: 2060 Challenger Dr., Alameda, CA 94501 | P: (510) 337-7072 | F: (510) 337-7071

- Advise the PDSO prior to any change of residence or school status.
- Advise the school of any changes in emergency information or student status.
- Attend all meetings requested by school officials.

Failure of the guardian to meet the above obligations may result in cancellation or termination of the I-20, jeopardizing the student's visa status.

**Travel Insurance** is not required or furnished by the Alameda Unified School District. Parents and guardians are strongly encouraged to adequately insure the student in case of emergency. Students may not incur any public expense while a visitor in the United States.

**School of Attendance** must be an AUSD school. Students may not attend a school outside of AUSD using an I-20 issued by AUSD. To find the school of residence for the address where the student will be staying, enter the home address into the AUSD School Finder located on our website at [www.alamedaunified.org](http://www.alamedaunified.org) under Enrollment Information. Look for the blue button under Quick Links.

**Note:** *Students may not attend an independent charter school using an I-20 issued by the Alameda Unified School District. Please confirm that there is available space to apply.*

**Grade and Course Placement** - Students will be placed in grades 9–12 based on age and transcript evaluation. Students do not need to be fluent in English. Students whose home language is other than English will be given the California English Language Development (CELDT) test to determine if English as a Second Language (ESL) classes will be assigned. Students and guardians must work with the academic counselors to determine appropriate coursework.

**Diplomas** — A high school diploma is not guaranteed and is dependent on the units accepted from the transcript evaluation completed at the high school of attendance. Some previous coursework may not be transferrable. English classes taken in a non-English speaking country are generally treated as foreign language courses and may not count towards AUSD's English requirements. Determination of acceptable coursework will be made by an administrator at the school of attendance based on transcripts submitted from previous schools and completion of all AUSD graduation requirements within the student's term of study.

**Required Fees** for the 2023-24 school year include a tuition fee of \$17,590. Tuition must be paid via electronic transfer or in the form of a cashier's check drawn on a U.S. bank or a U.S. Postal money order made payable to Alameda Unified School District (AUSD) prior to issuance of the I-20. A receipt for payment will be issued to the remitter.

**Student and Exchange Visitor Program (SEVP) SEVIS I-901 fee** must be paid after the I-20 is issued and prior to the student's visa interview. As of June 24, 2019, the fee is \$350. This fee may be paid online at <https://www.ice.gov/sevis/i901>. This is not an AUSD fee but a federal requirement.

**Refund Policy** – The AUSD I-20 refund processing fee and the SEVIS I-901 fee are not refundable. Refunds will be paid only to the remitter of the check as identified on the receipt for payment.

If a student does not pass their U.S. Consulate interview, the full amount of the tuition will be refunded minus the \$250 AUSD refund processing fee. If a student begins school, then transfers or terminates prior to the end of a semester, tuition will not be refunded for the current semester. If the student transfers or terminates after the first semester, without attending any day of the second semester, the tuition amount for the second semester will be refunded minus the processing fee.

**Applications** - The deadline to submit applications is May 22, 2023. Please note the AUSD limit is 25 (1% of the AUSD high school population) international students per school year. Processing of applications will begin on March 27<sup>th</sup>, 2023. Applications received prior to March 27<sup>th</sup> will be held and only processed starting March 27<sup>th</sup>. Tuition must be pre-paid in full for any part of a school year that the student attends. It is strongly recommended that students attend the full school year to maximize their cultural experience and opportunity for academic credit. Sufficient time should be allowed to complete the application, obtain the I-20, attend the visa interview at the U.S. Consulate and travel to the U.S. prior to school start date.

**School start date** – students may arrive in the country 30 days prior to the school start date, but students may not start school after the start date on the approved I-20. The first day of school for the 2023-24 calendar year is August 14, 2023.

**Travel outside of the United States** requires the issuance of a new I-20. To apply, the guardian must complete a Request to Travel Outside of the U.S. form and submit this form to the PDSO. Except in case of emergency, this travel document is only issued when the student is not required to be in school. The guardian must notify the school of attendance of all travel plans prior to any absence incurred. If approved, the PDSO will issue the Travel I-20 to the guardian.

**Transfers** – I-20 record may be transferred to another institution when the following documents have been received by the PDSO:

- The **Request for Transfer Form** signed by the student and guardian.
- A letter or email from the requested school stating the student's name, date of birth, date transfer requested and the school's ICE/SEVP code.

**Falsification of any information** – Failure to provide required documents, or failure to comply with requests from the school of enrollment or the Foreign Student Admissions Office may result in the cancellation of the student's enrollment and/or termination of I-20.

**Official F-1 Visa Information** is available from the U.S. Consulate office or an immigration attorney. Parents, guardians and students should be familiar with all applicable laws regarding the I-20 and the F-1 Visa.

**TUITION AND REFUND POLICY FOR  
F-1 VISA STUDENTS**

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A. Federal law requires that all foreign students using any F-1 Student Visa must pay the full unsubsidized cost of tuition. The amount of tuition is determined annually and covers the duration of the traditional school year.

B. The entire cost of tuition must be paid via electronic transfer or with a cashier's check drawn from a U.S. bank or financial institution or U.S. Postal money orders payable to AUSD prior to the issuance of an I-20. This check will be deposited immediately.

C. If a student is unable to attain the F-1 Visa, the full amount of the tuition will be refunded. If the student enters the country using the F-1 Visa, then fails to enroll, terminates or transfers from the AUSD prior to the end of the stated term of attendance, tuition will not be refunded for the current semester. If the student transfers after the first semester without attending any day of the second semester, the tuition amount for the second semester will be refunded, less the cost of the processing fee. If the student attends one day of the second semester, the tuition will be not be refunded.

D. The tuition will only be refunded to the person or agency that submitted the cashier's check or money order. This person must complete the Request for Refund Form.

*I have received a copy of and understand the F-1 Foreign Student Admissions Information.*

*I have read and understand the above tuition processing fee and refund policy.*

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Print Guardian Name

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Guardian Signature

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Date

**I-20 APPLICATION**

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**STUDENT INFORMATION**

**DATE OF APPLICATION:** \_\_\_\_\_

\_\_\_\_\_

Last Name	First Name	Middle Name
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Date of Birth	Sex	Country of Birth	Country of Citizenship
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Father's Last Name, First Name	Mother's Last Name, First Name
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Street Address	Apt #	Street Address	Apt #
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City/Province	State	City/Province	State
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Country, Postal Code	Country, Postal Code
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Name of School Last Attended	Location of School Last Attended
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Student Email	Estimated Date of Entry to U.S.A.
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Circle one:

Is the student proficient in English? (not a requirement)      YES / NO

Has the student completed a high school or equivalent program?      YES / NO

Does the student have any special physical or academic needs?      YES / NO

Anticipated cost of living expenses for the student  
for school term requested:      \$ \_\_\_\_\_

Source of funding for these costs: Student's personal funds:      \$ \_\_\_\_\_

Other source (specify):      \$ \_\_\_\_\_

Total Funds:  
(must equal cost)      \$ \_\_\_\_\_

### HOST GUARDIAN AND OTHER GUARDIAN CONTACT INFORMATION

Host Guardian Last Name, First Name			Other Guardian Last Name, First Name		
Street Address		Apt #	Street Address		Apt #
City	State	Zip Code	City	State	Zip Code
Home Phone		Cell/Work Phone	Home Phone		Cell/Work Phone

### SCHOOL INFORMATION

Prospective Host Guardian's School of Residence: \_\_\_\_\_

School of Enrollment (based on Host Family's Address): \_\_\_\_\_

Grade Level Requests (Circle One): 9 10 11 12 (Note: Final placement will be determined by age and transcript review)

Prospective School Start Date: \_\_\_\_\_ Prospective School End Date: \_\_\_\_\_

PERSON COMPLETING THIS FORM – REQUIRED	AGENCY OR PERSON SECURING HOST GUARDIAN
Last Name, First Name	Last Name, First Name
Agency Name or Relation to Student	Agency Name
Address	Address
City, State, Zip	City, State, Zip
Phone Number	Phone Number
Email Address	Email Address

## AFFIDAVIT OF UNDERSTANDING

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**\*\*\* MUST BE SIGNED BY PARENTS AND HOST GUARDIAN\*\*\***

The student must live with the host guardian identified by the parent on the Authorization to Act as Custodial Parent form at the address identified on this application. This guardian must live within the boundaries of the AUSD and the student must attend an AUSD school. The prospective host guardian is willing to receive, maintain and support the student named above and has assured the U.S. government that the student will not become a public charge in the United States. Any prospective change of guardian or student residence must be reported immediately to the Foreign Student Admissions Office. These changes may require additional documentation, or result in loss of school placement or termination of SEVIS status.

Attendance to public school grades 9-12 in the United States by F-1 students is limited to twelve months aggregate. Student must be attending school full time. A high school diploma is NOT guaranteed and is dependent on the units accepted from the transcript evaluation completed at the high school of attendance and the completion of all graduation requirements within the student's term of study as determined by school officials.

If the student fails to abide by the laws pertaining to F-1 student attendance, the student's status in the SEVIS system may be changed or terminated. Students/guardians must consult with the Foreign Student Admissions Office Designated School Official (DSO) under the following conditions:

- Prior to dropping below a full course of study for any reason
- Report any address changes within 10 days of the change
- Report any change in sources of financial support
- Report any change in program of study or academic status
- Notify the DSO prior to traveling outside of the United States and receive a new I-20
- Notify the DSO upon applying for change of nonimmigrant status
- Notify the DSO upon approval of an adjustment of status to an immigrant
- Notify the DSO if they intend to transfer to another program

*I have received a copy of and understand the F-1 Foreign Student Admission Information, including the tuition, processing fee and refund policy. I understand that tuition will NOT be refunded for any semester that the student was in attendance, and that all processing fees are not refundable.*

*I certify under penalty of perjury under the laws of California that the information above is true and correct.*

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Print Prospective Host Guardian Name/Agency

\_\_\_\_\_  
Print Prospective Other Guardian Name/Agency

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

**FOREIGN STUDENT ADMISSIONS**  
**AUTHORIZATION FOR ADULT TO ACT AS GUARDIAN**

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I, (We) \_\_\_\_\_ and/or \_\_\_\_\_  
Name of Legal Parent Name of Legal Parent

do hereby state that I am (we are) the natural or legal parent(s) of

\_\_\_\_\_, age \_\_\_\_\_, born on \_\_\_\_\_.  
Name of Student Date of Birth

I, (We) authorize \_\_\_\_\_ and \_\_\_\_\_  
Name of Host Guardian Additional Host Guardian/Agency Name

to act on my (our) behalf in all educational decision and matters, including (but not limited to) registration and enrollment, authorizing absences, field trips, acknowledging notifications and signing other authorizations including (but not limited to) medical decisions and treatment in accordance with provisions of California Education Code 49407 and/or 49409.

**THIS DOCUMENT MUST BE OFFICIALLY NOTARIZED**

*I have read and understand the Foreign Student Information including the tuition, processing fees and refund policy. I certify under penalty of perjury under the laws of California that the above information is true and correct.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_  
(Number) (Month) (Year) (Location)

\_\_\_\_\_  
Print Name of Natural/Legal Parent

\_\_\_\_\_  
Print Name of Natural/Legal Parent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witnessed By: (Print Name)

\_\_\_\_\_  
Witnessed By: (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



**FOREIGN STUDENT ADMISSION OFFICE**  
**I-20 PACKET CHECKLIST**

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- \_\_\_\_\_ Completed and signed AUSD Application for I-20 (3 pages)
- \_\_\_\_\_ Authorization for Adult to Act as Custodial Parent\*-MUST BE NOTARIZED
- \_\_\_\_\_ Copy of Student Birth Certificate -TRANSLATED INTO ENGLISH AND NOTARIZED
- \_\_\_\_\_ Copy of Student Passport
- \_\_\_\_\_ Student Transcripts or Record of Courses Taken -TRANSLATED INTO ENGLISH
- \_\_\_\_\_ Copy of Host Guardian Identification-Driver's License or Passport
- \_\_\_\_\_ Verification of Alameda Address for Host Parent/Guardian - Property Tax Bill, Utility Bill (no phone or cable)
- \_\_\_\_\_ Student's Report of Health Examination -TRANSLATED INTO ENGLISH
- \_\_\_\_\_ Cashier's Check or Money Order Drawn from a United States Bank or Institution Payable to Alameda Unified School District (AUSD) in the amount of \$17,590 for 1 full school year
- \_\_\_\_\_ **Mantoux (Tuberculosis) Test Results\* - Required prior to school admission**
- \_\_\_\_\_ Student's Immunization Record-Including Pertussis\* - **Required prior to school admission**

\*AUSD Forms or Information available

**The I-20 Form WILL NOT be issued unless ALL requirements have been met.**

**NO EXCEPTIONS**

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## **IMMUNIZATION REQUIREMENTS FOR AMERICAN SCHOOLS**

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**\*\*\* PLEASE TAKE THIS WITH YOU TO THE DOCTOR'S OFFICE\*\*\***

To attend school in the United States, the series of vaccinations required by the schools here **MUST** be completed prior to acceptance into school. If a student does not have the vaccinations required by the American school system, he or she will not be permitted to start school. An accurate and documented record of all immunizations is required as follows:

**DTP** – 5 doses of DTP (Diphtheria, Tetanus, Pertussis)

Childhood series at 2 mos, 4 mos, 6 mos, 15-18 mos, and 4-6 yrs.

**Note:** *If dose #4 is received after the 4<sup>th</sup> birthday, dose #5 is not necessary. There must be 4 weeks between doses #1 and #2, and #2 and #3. There must be 6 months between dose #3 and #4.*

A TDAP booster is now required on or after the student's 10<sup>th</sup> birthday.

**POLIO** – 4 doses of Polio.

Childhood series at 2 mos, 4 mos, 12-18 mos, 4-6 yrs.

**Note:** *If dose #3 is received after the 4<sup>th</sup> birthday, dose #4 is not required. All doses of polio vaccinations should be at least 6 weeks apart. Students over 18 receive DPC rather than DPT.*

### **MEASLES, MUMPS, RUBELLA**

2 doses of each or combined MMR: (Measles, Mumps, Rubella) Series of 2 vaccinations at least 1 month apart after the age of 1 year.

**Note:** *In the United States the Measles, Mumps, Rubella Vaccination is a "combined" vaccination. If the vaccinations were given as individual doses of "Measles", "Mumps" or "Rubella", two doses of each is required. If the student has had the disease, this must be verified through a blood test and one dose of the vaccination is required. SINCE THE VACCINATIONS ARE "COMBINED" IN THE UNITED STATES, IF THE STUDENT NEEDS A DOSE OF ANY OF THE THREE UPON ARRIVAL IN THE UNITED STATES, HE/SHE WILL RECEIVE THE "COMBINED" DOSE. (Example, Student had Measles doses, Mumps doses, but only 1 Rubella dose – he/she must receive the "Combined" Measles, Mumps, Rubella dose in the United States.)*

### **TUBERCULOSIS – TB TEST**

All students must have had a Tuberculosis Test within six (6) months of the application. A normal test result should be reported as a negative test. If a positive result was recorded, an explanation must follow and a chest x-ray must be completed.

### **HEPATITIS**

3 doses – Most schools require hepatitis immunizations. It is better to have it completed prior to departure.

### **VARICELLA**

Students must have 2 doses of Varicella. If students have had Chickenpox, they do not need any Varicella vaccines.

**MCV4** - 1 dose of Meningococcal Conjugate Vaccine.

## **FREQUENTLY ASKED QUESTIONS**

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### **Does my child need a tuberculosis test to enroll in school?**

All new students entering grades 1-12 who have never attended any school in California must present documentation of the results of the Mantoux test done at some previous time, and must present a written report provided by a health care provider or health department giving the results of a Mantoux test prior to school entry. If the Mantoux test is positive, a diagnostic Chest X-ray will be required.

Students entering grades 1-12 from any other California school (public, private or parochial) are exempt from the requirement.

### **Do all students need the pertussis (Tdap) to enroll in school?**

Pertussis (Whooping Cough) was widespread in California during 2010. Information on the management of pertussis in schools has been issued in REF-5238.0 and pertinent materials are posted on <http://pertussis.lausd.net>. Assembly Bill 354, now chaptered into California law, requires students to be immunized against pertussis.

Effective July 1, 2012, all students entering or advancing to 1-12<sup>th</sup> grade will be required to show evidence of receipt of a Tdap vaccine on or after their 10<sup>th</sup> birthday.

Students not meeting these immunization requirements may not attend school after the effective dates noted above.

**REQUEST FOR REFUND**

STUDENT INFORMATION			
Last Name	First Name	Middle Name	Date of Birth
Date Student Started School	Number of Pre-paid Semesters	Amount of Total Pre-paid Tuition	
Date of Last School Day Attended	Number of Semesters Attended	Number of Semesters Refunded	Refund Amount
Tuition Paid By			Date Paid
I acknowledge that the above information is correct.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             _____              Name of Individual or Organization Representative           </div> <div style="width: 45%;">             _____              Signature           </div> </div> <div style="width: 20%;">             _____              Date           </div>			

The cost of tuition is charged per academic school year. Students will be charged for a full semester of tuition if they attended school for any portion of any day in a semester. Refer to school calendar for semester dates. The tuition will only be refunded to the individual or organization that submitted the original cashier's check as indicated on the receipt for tuition.

Request for Refund can be mailed via US Postal Service to AUSD Student Services, 2060 Challenger Drive, Alameda, CA 94501 or emailed to [studentservices@alamedaunified.org](mailto:studentservices@alamedaunified.org). Please allow 6-8 weeks for processing. The check will be mailed to the address we have on file for the student unless otherwise notified. If you have any questions, please call (510) 337-7072.

**REQUEST FOR TRANSFER OF I-20 TO OR FROM**  
**THE ALAMEDA UNIFIED SCHOOL DISTRICT**

Students may transfer into the Alameda Unified School District from other schools in accordance with their Visa status. All fees, tuition and documentation required of new I-20 applicants must be completed.

The I-20 may also be transferred to another institution upon receipt of this completed form and a written request from the requested school or district stating the accepted student's name, date of birth, transfer date requested and the school's ICE/SEVP code.

STUDENT INFORMATION			
Last Name	First Name	Middle Name	Date of Birth
Current School of Attendance		School Start Date	Anticipated School End Date
School Requested		Anticipated School Start Date	Anticipated School End Date
SEVP Code of Requested School		Student SEVIS ID Number	
I request that my I-20 be transferred to the school named above. I acknowledge that the above information is correct.			
_____		_____	
Print Name of Student		Print Name of Guardian	
_____		_____	
Student Signature		Guardian Signature	
_____		_____	
Date Signed		Date Signed	

**REQUEST FOR TRAVEL OUTSIDE OF THE UNITED STATES**  
**CURRENTLY ENROLLED F-1 VISA STUDENTS**

STUDENT INFORMATION				
Last Name	First name	Middle Name	Date of Birth	Grade
Host Guardian Name		Host Guardian Phone	Alternate Phone	
Last Date of School Prior to Trip		Date Leaving U.S.	Date Returning to U.S.	
Date Returning to School			#of School Days Lost	

**Guardian:**

Prior to travel, a new I-20 must be printed and the third page must be signed, or the student may not be permitted to return to the United States. By signing below, you acknowledge the following:

- Students are expected to attend all school days except in case of emergency
- Travel will be planned during extended school recesses only
- The school has been notified of the student's travel and has signed this form
- The guardian will contact the school and the Student Services PDSO if the travel plans change

*I acknowledge that the student named above is traveling out of the country with my knowledge and approval.*

\_\_\_\_\_ Guardian Signature

\_\_\_\_\_ Date Signed

Administrator: Please complete ALL sections below:

Your signature below acknowledges that you are aware of this student's travel plans. AUSD

School Name (NOT an Independent Charter): \_\_\_\_\_

\_\_\_\_\_ Travel Recommended \_\_\_\_\_ Not Recommended Reason: \_\_\_\_\_

Name of AUSD Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of AUSD Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Name of PDSO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_