

Application for Admission of Exchange Students

St. Mary's County Public Schools

Department of Student Services
Suite 104
23160 Moakley St, Leonardtown, MD 20650

The Local Organizational Representative (LOR) must complete Part I of this form and forward it to the Department of Student Services along with supporting documentation between the dates of **April 15 and June 15** for consideration of admission for the upcoming academic year. Students will be considered for acceptance and enrolled on a space available basis.

PART I - GENERAL INFORMATION

Application Date

Exchange Student's Last Name

First Name

Middle Name

Country of Residence

Date of Birth

Age

Host Parent #1 name: _____ E-mail: _____

Cell Phone _____ - _____ - _____

Host Parent #2 name; _____ E-mail: _____

Cell Phone _____ - _____ - _____

Home Address _____

Home Phone _____ - _____ - _____

Exchange Visitor Program Name _____

Telephone _____ - _____ - _____

Address _____

Local Organizational Representative Name _____

Cell Phone _____ - _____ - _____ E-mail _____

Address _____

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STATEMENTS FROM THE LOCAL ORGANIZATIONAL REPRESENTATIVE (LOR)

Please read each statement and check each one of the corresponding boxes below. Sign and date at the bottom.

☐ I am the authorized local organization representative (LOR) of the exchange visitor program noted above in St. Mary's County, Maryland. I have complied with the updated regulation of the U.S Department of State and have

undergone an annual criminal background check that is based on my social security number and includes a search of the Department of Justice National Sex Offender Public Registry.

(Date of annual criminal background check (____/____/____)).

☐ The exchange program organization letter of credentials presenting its LOR is attached.

☐ I fully understand and comply with the [Guidelines For Admission Of Foreign Exchange Students](#) in SMCPs.

☐ I reside within a 60-mile geographical radius of St. Mary's County, Maryland; and I understand that I must reside within this distance while serving as a LOR.

☐ Exchange students will not have previously participated in an academic year or semester secondary school program in the U.S. or attended school in the U.S. in either F-1 or J-1 Visa status.

☐ Exchange students are currently enrolled in a secondary school in their country of residency, will not have graduated from high school, and will be at least 16 years of age at the time of enrollment in SMCPs.

☐ Exchange students' school records from their country of residency indicates a B or better grade average.

☐ Exchange students and host families are aware: (1) that exchange students are not eligible for a diploma, graduation, or credit evaluation from SMCPs; (2) and living arrangements with the host family are for the full duration of enrollment.

☐ The host parents reside in St. Mary's County and do not have a family relationship with the prospective exchange student.

☐ Exchange students are aware that they must comply with SMCPs rules and regulations while attending school.

☐ Exchange students and host families are aware that the exchange visitor program in SMCPs is limited to two full academic semesters.

☐ I will provide Student Services with a copy of **Federal Form DS-2019** before the exchange student is enrolled in SMCPs. Exchange students may present this form at the time of registration at the high school.

☐ The exchange visitor program I represent has complied with the obligation to obtain criminal background checks and review the Department of Justice's National Sex Offender Public Registry for

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each member of the host family household (18 years or older) during the stay of the exchange student in that household as required by the U.S. Department of State (documentation must be provided to SMCPs).

☐ The exchange visitor program I represent is currently approved and in full compliance with the Council on Standards for International Educational Travel (CSIET), and is listed on the CSIET J-1 full compliance Advisory List for the 20____ - 20____ school year.

☐ The exchange visitor program I represent has sent a letter of my credentials to the Department of Student Services providing my name, address, and telephone number and assurances that I have successfully completed the training required by the U.S. Department of State.

Local Organizational Representative,

Signature: _____ Date _____

Exchange Student's Last Name

First Name

Middle Name

SUPPORTING DOCUMENTATION TO BE INCLUDED WITH THE APPLICATION FOR ADMISSION OF EXCHANGE STUDENTS

1. Exchange student's profile containing biographical data; activities and interests; teachers' and counselors' comments regarding exchange student's abilities, academic background, personality, etc.; school letter regarding exchange student's behavior and ability to adapt to changes; and any other related information.
2. Exchange student's official school records from the two previous years, and the first semester of the current year (if applicable). Official school records must bear the official school stamps and the signatures of the school principal/administrator. School records for the second semester of the current year may be presented during the intake interview. Official English translations are required if the original school records are printed in another language. SMCPs does not accept school records presented on the exchange visitor program's forms.
3. Documentation indicating the exchange student's English proficiency when the exchange student's native language is not English. Exchange students are expected to perform successfully in school without English Language Learner (ELL) program support. Examples of this documentation may include exchange student's written essays in English, teachers' affidavits, and assessments, etc.
4. Documentation that the applicant has met the Maryland State health requirements for students enrolled in public schools. ([MDH 896](#)); [Physical Examination Form](#)
5. Documentation of Host family residence in St. Mary's County. If homeowner, copy of current property tax bill, if renter, current rental lease (if the original term of the lease is expired, a copy of the lease and current utility bill).

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6. Completed [Host Family Affidavit](#).
7. Documentation that the Visitor Exchange Program is currently approved by CSIET and is listed as being in full compliance on the CSIET J-1 advisory list for the 20____ - 20____ school year.

PART II-INSTRUCTIONS FOR THE HOST FAMILY FOR THE INTAKE PROCESS

Please call the high school registrar for an appointment when the exchange student arrives. At the appointment the exchange student must be accompanied by a host parent and present the following documents:

1. Student's passport and visa.
2. Official school records for the last school semester not previously presented.
3. Student's immunization records and physical examination. The [MDH 896](#) form shall be used to record immunization and the [Physical Examination](#) form, overall status of health.
4. Copy of Federal Form **DS 2019: *Certificate of Eligibility for Exchange Visitor (J-1) Status*** issued by the U.S. State Department if not previously presented.
5. Legal Identification (with photo ID) of the host parent and proof of St. Mary's County Residency if not previously presented.
6. Copy of Exchange Visitor Program exchange student ID card.