



# INTERNATIONAL STUDENT QUICK START GUIDE

KRISTEN CANTADORE  
PDSO

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## APPLICATION PROCESS

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**Complete a Concord Academy application by visiting our website:**

- [cfaAcademy.org](http://cfaAcademy.org)>INTERNATIONAL>APPLY NOW and complete online application

**Print and complete each of the following forms found in the ADDITIONAL FORMS tab**

1. I-20 Application
2. International student – Confidential Recommendation form (HS student)
3. International student – Parental Agreement
4. International student – Annual Field Trip/Image & Technology Consent
5. International student – Student Emergency/Health Clinic Standing Orders
6. International student – Temporary Guardian
7. International student – Transcript Release form
8. International student – Financial Proof of Funds form

**Additional documentation required with application:**

1. Academic credentials (All final transcripts translated into English and converted to a 4.0 U.S. grading scale, for all high school years prior to entrance level at Concord Academy.)
2. Documentation of English language proficiency
3. Documentation of the ability to meet all expenses for at least the first year, or complete and submit International Student Financial Needs Assessment form. Please contact Sherry Fields at [sfields@concord.academy](mailto:sfields@concord.academy) with any financial questions.
4. Up-to-date immunization records
5. Written testimony of student's relationship with God (optional)
6. Current physical examination
7. Copy of birth certificate
8. Letter to potential host family (if Concord Academy is securing host home)
9. Video of student (if Concord Academy is securing a host home)

**Submit the completed application forms and additional documentation by one of the following methods:**

- Email to Kristen Cantadore at [kcantadore@concord.academy](mailto:kcantadore@concord.academy)
- Or mail to: Concord Academy  
154 Warren C. Coleman Blvd  
Concord, NC 28027  
ATTENTION: Kristen Cantadore

**Important Information:**

- Once all documents are received, reviewed and the Application fee (\$200) and the Transcript Evaluation fee (\$300) are received, an acceptance letter and I-20 may be issued.
- Pay tuition or set up monthly bank draft. Contact Cindy Conklin at [cconklin@concord.academy](mailto:cconklin@concord.academy)
- Once student arrives at Concord Academy, he/she must:
  1. Check in with PDSO, Kristen Cantadore
  2. Produce the below paperwork to be copied and placed in file:
    - a. Valid Passport
    - b. Visa
    - c. Financial agreements with confirmation provided by Concord Academy finance office
    - d. Signed I-20 (signed by parents and student)
    - e. I-94 from Port of Entry (Home Land Security)
    - f. Verification of International Health Insurance with insurance card.

*Note: The PDSO will then register the student in SEVIS within 30 days of the start of school.*

- White at Concord Academy report change in status – Student must report to PDSO to:
  - Change address
  - Leave the US or return to the US
  - Reduce course load – student must be pursuing a “full course of study” as defined by the catalog or handbook of the issuing I-20 school.
- I-20 Start Date: First day of school (30 day pre-arrival is allowed by SEVIS)
- I-20 End Date: Will be graduation date or end of term (a 60 day grace period is allowed by SEVIS)
- Travel outside the US – is allowed as long as all paperwork is up-to-date and filled with the PDSO and the SEVIS is “active.”

### **International Student/Family Responsibilities:**

1. Family commits to tuition arrangements and begins payment via draft or payment in full.
2. If needs based tuition assistance is granted – families must commit to pay the agreed upon tuition amount, designated travel and basic living expenses. Tuition assistance does not include fees.
3. International student/family pays for all medical needs (including over-the-counter purchases). The International student/family must purchase health insurance. Emergency related costs, doctor visits and prescription costs are the responsibility of the student and natural family.
4. Student is required to attend the host family's church (or may attend elsewhere if mutually agreed upon and transportation is provided).
5. International students will adhere to all house rules of the host family.

### **Host Family Expectations:**

1. Commits to a one-year hosting of international student.
2. Contacts student and family of student once assigned.
3. Provides a family living experience – consisting of normal family life provisions.
  - a. Food, shelter (room with ample living space and closet storage) and a loving environment.
  - b. Transportation to and from school.
  - c. If the International student is involved in extracurricular activities, it is the host family's responsibility to provide or arrange transportation for the activities.
4. Provides directions/guidance to International student in regard to the following:
  - a. Behavior – in keeping with the school's Code of Conduct
  - b. Appearance – responsible for ensuring that the International student knows and adheres to the school's guidelines with regard to dress.
  - c. Academic – assists the International student with issues regarding his/her academic career – works with the Concord Academy faculty to ensure the needs of the student are met.
5. Host families will NOT be expected to pay for things such as clothes, school supplies, personal supplies, electronics, food (other than meals at home), plane tickets, or travel costs (including school functions).
6. Host family must submit a Host Family application.