



INSTRUCTION FOR I-20 APPLICANT

A. Application process:

1. complete NHPS International application form & sign
2. Must provide the following with NHPS application form:
 - 1) International Student application
 - 2) English translated Transcript for 3 previous years
 - 3) 2 teacher's recommendations
 - 4) administrative evaluation
 - 5) Financial information :
 - Copies of most current 6 months bank statements, tax returns, or a letter from financial institution stating sufficient fund for 2 years of tuition and living costs is reserved
 - 6) Guardian's information – name, address, phone number
 - 7) \$100.00 non-refundable application fee
 - 8) Form I-20 deposit of \$3,000.00 and signed "Issuance of I-20 Agreement" form
 - 9) English translated Immunization record (see attachment)
3. NHPS will schedule an interview via telephone

B. Once Accepted:

1. Applicant will receive:
 - 1) An acceptance letter
 - 2) Contract – contract is yearly basis
 - 3) I-20 form
 - 4) A letter signed by Sponsor/Guardian
2. When applicant obtains F-1 Visa with NHPS I-20 form, applicant must send:
 - 1) signed contract
 - 2) first year's tuition
 - 3) Proof of medical insurance for international student
- Available on <http://www.estudentinsurance.com/international-student-insurance/>
 - 4) English translated letter from a bank or financial institution that the fund is available for 2nd year's tuition and living cost

*****These must be sent to school as soon as F-1 Visa is obtained**

C. Before Student Arrives in the U.S.:

1. Registration Packet from the school will be mailed to Student's family or U.S. guardian. The packet must be completed and returned to school prior to the first day of school. Please notify NHPS where the packet should be mailed to.

2. Have all necessary documents
3. Have I-20 with visa and passport available to show airport custom official
4. Student should not arrive on the NHPS campus more than 15 days prior to the semester Start Date
5. Student needs to have a laptop computer with a U.S. electrical adapter along with any and all requirements submitted to the family with the registration packet.

6. Students are advised of the Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20. Please consider this date when making travel plans to the U.S.

7. If student wants an earlier entry into the U.S. (more than 30 days prior to the course start date), student must qualify for, and obtain a visitor visa.

D. When Student Arrives in the U.S.:

1. Student must notify NHPS their arrival in the U.S. within 4 working days. If NHPS does not hear from the applicant within this period, we'll consider as "No Show" and will notify the Immigration officials
2. When the student arrives NHPS campus:
 - a. picture of student with guardian will be taken
 - b. copy of passport, I-20, I-94 and visa will be made

Issuance of I-20:

A deposit of \$3,000.00 is required for the issuance of an I-20 form. This amount will be applied to tuition at the time of enrollment.

A refund of \$2,000 will be issued if an unused I-20 is returned to New Heights Preparatory School.

If student enters the country with an F-1 visa issued by New Heights Preparatory School and does not enroll at the school, the student will forfeit the entire deposit.

I understand and agree with the above terms and conditions.

Parent's signature

Print Name

Print Student's Name

Date