



NORTH HILLS CHRISTIAN SCHOOL
International Student Program (ISP)
Love God. Serve Others. Change the World.

Application Process

STEP ONE

Answer two key questions:

1. Can you demonstrate English proficiency?
(see English Language Proficiency Scores under resources) Yes or No
2. Are all your school grades C- / 70% or higher? Yes or No

If you answered Yes to **both** questions, proceed with Step Two. If not, STOP HERE. You may contact Mrs. Tamah Roby by email at ISP@nhcsvallejo.org for special consideration.

STEP TWO

- ☐ Complete International Student Application. This can be downloaded at <https://school.north-hills.org/admissions/international-students>.

Make sure to include the following:

- ☐ Student questions **handwritten in English** on a separate sheet of paper.
 - ☐ Parent questions **in English** on a separate sheet of paper.
 - ☐ Two letters of recommendation with translation if not in English.
 - ☐ Translated copies of transcripts (school reports) from 6th grade through current grade.
 - ☐ Translated copy of all immunization records.
- ☐ Application Fee of \$400.
 - ☐ Copy of passport.
 - ☐ Copy of accepted English Language Proficiency Test Score.
 - ☐ Bank statement showing sufficient funds to cover all costs of your intended study including tuition and living expenses.

Send all of the above to North Hills by any of the following methods:

MAIL TO:	EMAIL SCAN TO:	FAX TO:	WIRING INSTRUCTIONS:
North Hills Christian School 200 Admiral Callaghan Lane Vallejo, CA 94591 Attn: Tamah Roby	ISP@nhcsvallejo.org	(707) 644-5295 Along with cover letter addressed to Tamah Roby	Please contact Kelly DeSilva at (707) 644-5284, ext. 7005 or kdesilva@nhcsvallejo.org directly for wiring instructions.

Your application will be sent for review once North Hills has received the Application Fee and all of the required documentation. The review process takes approximately one week. If determined to be a viable candidate, a Zoom interview will be scheduled.

If **ACCEPTED** to NHCS, a letter of acceptance will be sent to the parent/guardian or the agency as designated on the Application Form. Please note that there is a 2-week limit on your acceptance. Included with the letter of acceptance are the Contract Provisions, one for the parent/guardian to sign and one for the student/applicant to sign. Proceed with Step Three.

If **NOT ACCEPTED** to NHCS, STOP HERE. You will be notified by email with an explanation and a request for information on where and how you would like to receive your refund of a portion of the Application Fee.

STEP THREE

- ☐ Read entirety of acceptance letter and Contract Provisions.
- ☐ Sign the Contract Provisions as indicated. (Make a copy for your records.)
- ☐ Calculate tuition for length of planned enrollment at the appropriate grade level. (See ISP Tuition Rates link.)
- ☐ Send mailing fee of \$125 **if** sending 1-20 to an **international** address. This amount can be included with the tuition payment or mailed separately.
- ☐ Send payment(s) and signed copies of the Contract Provisions to NHCS within the 2-week limit on acceptance. (See table above.)

If NHCS receives payment(s) and the signed Contract Provisions within the 2-week limit or if an enrollment position is still available after the 2-week limit, the I-20 will be issued and sent to the address indicated on the application form.

STEP FOUR

- ☐ Pay the SEVP SEVIS I-901 fee online, at www.fmjfee.com, and print out receipt.
- ☐ Schedule appointment to get F-1 VISA. Take I-20 and I-901 receipt to appointment.
- ☐ Make arrangements to arrive in the United States based on the start date of the program. Make sure to have transportation to family or guardian's home from point of entry.
- ☐ Purchase Medical Insurance for entire session. (Recommend IMGglobal.com)
- ☐ Upon arrival, schedule placement test to determine class schedule. Proof of Medical Insurance is required to take placement test.

WELCOME to North Hills Christian School!
We look forward to having you join our student body and
we pray it will be a life-changing and rewarding experience.