



INTERNATIONAL STUDENT POLICY

The United States Citizenship & Immigration Services (USCIS) has granted Milpitas Christian School the right to issue I-20 Non-Immigrant Student Visas (F-1 visas). Students must be accepted into Milpitas Christian before the I-20 can be issued. **Milpitas Christian requires students to enroll for a minimum of one full school year.** The school year typically runs from late August to mid-June.

The Milpitas Christian philosophy and practice is to develop English proficiency through immersion. Thus, unlike many other I-20 schools, Milpitas Christian does not provide an ESL (English as a Second Language) program. In order to maintain the highest quality of academic, social and spiritual education for all MCS students, international students must know English well enough to handle their classes without special assistance.

I. PHILOSOPHY OF ADMISSION

- A. Students representing a variety of countries would greatly enhance the learning environment of Milpitas Christian as our American students interact with, and gain the perspective of, a variety of cultures. In order to maximize the learning experience for all students, Milpitas Christian should proactively seek out students from the widest possible range of cultures and countries.
- B. The I-20 admissions requirement and mission statement supports the existing policy of seeking to minister to professing Christian students and their families, and to seek and admit students of parents who do not profess to be Christians. These students must have an open heart and the goal of acquiring a Western education infused with the Judeo-Christian faith. It must be understood by parents and students that Milpitas Christian's goal is to prepare culturally diverse students to know Jesus Christ as their personal Savior.

II. ADMISSIONS REQUIREMENTS

- A. Excellent grades and accomplishments at current school
- B. English language proficiency as demonstrated by a TOEFL Junior score of 745, or an iTEP SLATE score of 4.0
- C. Emotional maturity and readiness to attend school away from parents, along with a desire for an education that includes Christian values, Bible study and learning the life and teachings of Jesus Christ
- D. MCS admits I-20 students in grades 6-8 only
- E. I-20 students may not turn 15 years old before March 1st during the 8th grade year
- F. Priority acceptance is given to qualified applicants who are biological relatives of current or alumni families of MCS

III. U.S. RESIDENCY

- A. Milpitas Christian does not provide housing for students. If the parents of a domestic student reside outside of the United States, the student must have a local sponsoring family with whom to live. A biological relative is preferred. This family is responsible for all school business and communication. At least one of the adults in the sponsoring family must be granted legal guardian status over the student throughout the school year. Guardians must be at least 25 years of age. Milpitas Christian discourages students from changing guardians/sponsor families during the school year. Students who change guardians/sponsor families may be asked to leave the school immediately. We require the guardians/sponsor families to have a personal interview with us, and we want to develop close relationships with them. The guardian should have a Limited Power of Attorney form signed and on file in the MCS Admissions Office so that we can share information related to the student's progress in our school. The



Limited Power of Attorney form should be written to give the guardian the legal authority to make decisions about the student's health, education and general welfare.

- B. Regarding the F-1 international student, the sponsor agrees/confirms:
1. To assume responsibility for the student during regularly scheduled vacations and holidays from school, including but not limited to Labor Day, Thanksgiving break, Christmas break, Martin Luther King, Jr. Day, President's Holiday, Easter break, Memorial Day, in-service days, and three months during the summer. This responsibility includes, but is not limited to providing transportation to and from the campus and providing supervision of said student during the vacations and holidays.
 2. To assume responsibility to Milpitas Christian School for any financial obligations reasonable and necessarily incurred on behalf of the student while he/she is a student at MCS, including work-off hours or payment in lieu thereof at \$40 per hour.
 3. That the sponsor possesses power of attorney and assumes responsibility for making a decision for medical reasons and/or signing medical release papers if such an occasion arises.
 4. To assume responsibility for making decisions if any problems arise concerning the academic and/or social life of the student.
 5. To assume responsibility for the student if a disciplinary action is required, i.e., suspension, fine, etc.
 6. To attend and fully participate in school functions such as: Parent-Teacher Conferences, Back-to-School events, fundraising, concerts, performances, etc.
 7. To meet with the teacher(s), administrators or other school staff at their request to discuss and determine any actions necessary for the success and well-being of said student.

IV. ADMINISTRATIVE REQUIREMENTS AND STAFFING

- A. The exact wording designated by the USCIS for any advertisements concerning official U.S. government approval for attendance by nonimmigrant students must be limited to this statement: "This school is authorized under Federal law to enroll nonimmigrant alien students." Other advertising about the school and the nature of the academic, spiritual and social programs, as well as the specifics about our international student program, are permitted without any regulations.
- B. The right to undertake an I-20 program is not without clearly stated USCIS requirements. Failure to keep USCIS requirements can lead to the revocation of Milpitas Christian's I-20 program. The full set of regulations is to be kept with the Designated School Officials on each campus. These individuals alone may actually issue the I-20 Form to students.
- C. The Designated School Officials must report on a student's status at least annually to the USCIS. These reports include:
1. Whether a student is in attendance and their current address.
 2. Whether a student is full-time or part-time.
 3. Whether a student has left the school prematurely, prior to receiving a diploma.
- D. Additional information on each I-20 student kept on file at the school and available for inspection from the USCIS includes:
1. Name
 2. Date and place of birth
 3. Country of citizenship
 4. Address
 5. Full-time or part-time status
 6. Date of commencement of studies
 7. Degree program
 8. Termination date and reason, if known
 9. Transcript of courses/credits taken
 10. Copy of application and previous transcripts



11. Copy of Form I-20
12. Copy of identification page of passport
13. Copy of F-1 visa

ANNUAL FEES (2017-2018)

Application Fee (All new students, non-refundable)	\$400
Annual Enrollment / Re-Enrollment Fee (All new and returning students, non-refundable)	\$600
Annual Tuition (includes book deposit and graduation fee)	\$16,000

Tuition Payments: 100% of tuition is due July 1st.



APPLICATION REQUIREMENTS

1. \$400 non-refundable application fee
2. Completed online application form, including a picture of the student
3. Completed Student Questionnaire
4. Pastor, Adult and Teacher References
5. TOEFL (Test of English Language as a Foreign Language) Junior or iTEP SLATE test scores.
 - a. Milpitas Christian requires a minimum TOEFL Junior score of 745, or iTEP SLATE score of 4.0.
 - b. This request may be waived for students applying from countries where English is the predominant language.
6. Official Academic records (grades) for the current school year and the last two school years, translated into English, stamped, and sealed. If the applicant is accepted, we will need his/her current school transcript. It must be translated into English, stamped, and sealed.
7. Immunization Records
8. Photocopy of Passport or other birth record document
9. Financial Disclosure Form

A Test of English as a Foreign Language (TOEFL) Junior or iTEP SLATE score must also be submitted as proof of the student's level of English. After all documents have been submitted and the student has received initial approval, an interview is scheduled. If the student is not in the San Jose area, the interview can be done via a webcam using Skype. The guardian or sponsor family is also interviewed.

FINAL ACCEPTANCE

Following the submission of all the application requirements and the interview, the Admissions Committee makes a decision regarding the applicant. Upon approval, an "Invitation to Attend" letter will be sent. Applicants must contact the school within 10 days to accept the invitation and pay the \$600 enrollment fee. If contact is not made, it will be assumed that the applicant declines our invitation and that opening will be filled with someone from the waiting list.

ISSUING THE I-20

Upon acceptance to Milpitas Christian and after receipt of the Tuition and Fees, the I-20 will be issued to the student. This document is the basis for receiving the F-1 visa status from the USCIS. The I-20 will not be issued prior to three (3) months before the student's expected arrival date.

Once paid, tuition is non-refundable. However, a prorated refund may be granted to students who are not able to complete their I-20 status due to events that are beyond their control or the control of their family.

F-1 STUDENT REGULATIONS

The USCIS requires that international students hold an F-1 visa. A tourist visa (B-1, B-2) does not allow a student to attend school in the U.S. If you have a tourist visa and are accepted to Milpitas Christian, you must request a change of status from the USCIS on Form I-539. Once the Form I-539 change of status has been filed with the USCIS, please forward a copy to the Admissions Office.

The following regulations are those that you agree to when you sign the I-20 and enter the U.S. as an F-1 student at Milpitas Christian. Please read these regulations carefully. You are responsible for knowing them.



1. You should arrive in the U.S. on or within 30 days before the date indicated on your I-20. The date will be on item #5 or on the travel endorsement. You will not be allowed to apply for a visa or enter the U.S. without a valid I-20.
2. Students arriving in the U.S. with an I-20 from Milpitas Christian must attend Milpitas Christian. Transfers are generally only possible after attending the school for at least one year.
3. F-1 students must be enrolled to study full-time. Students must be registered for whatever grade level is appropriate (6th–8th) and attend classes in the grade level. Students who fail to follow these rules will lose their status.
4. F-1 students must maintain a minimum GPA of 2.0 (C average). Students who go below this GPA may face revocation of their I-20.
5. Any change to or problem with the following must be reported to the School Office as soon as they occur:
 - a. Visa and/or status
 - b. Address
 - c. Telephone number
 - d. Emergency contact numbers of sponsors (guardians)
6. All I-20 students must live with a parent, guardian, or sponsor age 25 or older.
7. All students and parents/guardians/sponsors must comply with the Milpitas Christian School Student-Parent Handbook.
8. International students attending Milpitas Christian must have tuition paid in full by July 1st.
9. Proof of medical coverage or purchase emergency medical insurance must be provided to the School Office.
10. Milpitas Christian discourages students from changing guardians/sponsors during the school year; students who change guardians/sponsors may be asked to leave.
11. If an international student is not adjusting well to their guardian/sponsor or to Milpitas Christian, the student may be required to return to their country of origin.
12. Failure to comply with these regulations is cause for loss of status, and possible deportation.