



Guidelines for Accepting J-1 Foreign Exchange Students

Application Procedures

All applications must be received **prior to June 1st** for the upcoming school year. Each participating high school can enroll no more than 3 Foreign Exchange (FE) students and no more than 2 can be placed at each high school by the same agency, unless approved by the Student Services office. FE students will not be placed at any high school which is deemed overcapacity.

All applications must be submitted to the Student Services office, located in the School Board office for approval.

Accepted students must be younger than 18 years and 6 months of age by September 1st. FE students who have completed their secondary education in their home school/country **are not eligible** for participation.

Accepted students will be placed in 11th grade or below, based on their transcript information.

FE students are not eligible for high school graduation and/or diploma certification.

Expectations of the Exchange Agency

- Be listed in the most current CSIET (Council on Standards for International Educational Travel) Advisory List, (www.csiet.org) and verified by the administrative assistant for Student Services.
- Have a local representative (living in or near the community) to coordinate, supervise and monitor placement and progress of the foreign exchange students.
- Provide the Student Services office with an information packet. This packet must include:
 - Personal letter from the student,
 - Detailed information on student and natural family,
 - Proof that the student has sufficient language ability to function in an American classroom,
 - Original transcript of student's high school grades, with English translation which must meet school requirements, for placement. The Counseling Coordinator must review the transcript prior to admission.
 - Necessary medical history, including proof of immunization as required by the school district, any medical/physical restrictions and a recent physical exam with proof of required immunizations. The School Health Coordinator will review the health records prior to admission.
 - Copy of J1-Visa
- Arrange host family placements before exchange students leave their home country.
- Ongoing contact with host family, student, and school to communicate and respond to any issues or problems as they develop.
- Contact the school division each year to indicate an interest in placing exchange students.

Expectations of MCPS

- Administrative assistant in Student Services will receive the FE student's completed application
- The packet will be reviewed by the Health and Counseling Coordinators to ensure each student meets all the requirements. Once the packet is approved, the administrative assistant will forward the original packet with the approval form and checklist to the appropriate high school.
- The principal must approve final placement based upon classroom size. Upon approval, the principal should sign the approval form and return the original copy to Student Services. The principal will then advise the School Counselor that the student may be scheduled for classes.
- No student should be scheduled until the Director of Student Services and the principal have approved the placement.
- The school counselor will place the student in classes that are appropriate based on the transcript.
- Upon final approval, Student Services will provide the exchange organization with a copy of the signed approval form and a confirmation letter.

Expectations of Foreign Exchange Students

- Exchange students have all rights and privileges afforded to community students – **EXCEPT** the right to a diploma.
- Exchange students are expected to pay all normal expenses, including standard course and extra-curricular activity fees.
- Exchange students must be aware that participating in interscholastic athletic teams means they must comply with district and state athletic eligibility regulations, and that many teams require try-outs.
- Exchange student's enrollment eligibility will be for one year only.
- Exchange students and host families are expected to know and must follow all school policies and rules.
- The school will make every effort to integrate foreign exchange students into the school's fabric. In turn, schools shall encourage foreign exchange students to participate enthusiastically in school activities, to make friends, to make a personal contribution to the school. They can help spread the word about their country and themselves, informally and by making presentations in classes and to community groups and talking to media when asked.

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