



## Hernando County School District Foreign Exchange Student Program Checklist of Documents Required from Sponsoring Agency

The following instruction will serve as a guide to navigate the application and enrollment procedures.

### STEP 1

1. Follow the directions on the District Application Checklist form.
2. Submit all documents to the Supervisor of School Choice on or before July 1st for the full school year or fall semester or November 15th for the spring semester.

### STEP 2

Wait for the determination letter from the Supervisor of School Choice. The letter should arrive within 15 days of the district receiving the application.

### STEP 3

1. If approved, contact the school for an appointment. Submit all required documents listed in the Notification letter to the school's registrar.
2. If denied, contact the Supervisor of School Choice for assistance.

**The sponsoring organization must submit these required documents including this signed attachment to the Supervisor of School Choice for procedural clearance for every Foreign Exchange Student wishing to enrollment in a Hernando County School. (<https://go.boarddocs.com/fl/hern/Board.nsf/Public?open&id=welcomer#>)**

1. District application Form (**Attachment A2**)
2. Foreign Exchange Student Organization Agreement Form (**Attachment A3**)
3. Proof that the Organization has "Full Listing" status on the most current Council on Standards for International Educational Travel (CSIET) Advisory List - **Board Policy 5114** (<https://www.csiet.org/j1-advisory-list/>)  
Proof of J-1 Exchange Visa
4. Proof of birth certificate or passport showing that the student will be at least fifteen (15) years of age but not having attained eighteen and a half (18.5) prior to attending a Hernando County School
5. Proof that the student is proficient in the English language (reading, writing, listening, and speaking) to function in an English-speaking academic environment. (test scores)
6. Student's essay in English
7. The student's translated school transcript stating the grades earned in the State of Florida transcript format certified by the student's home school. Include a brief course description which lists the exact title of the subject ("Algebra" – NOT "Mathematics") and describes the focus of
8. The student's health record including proof of immunization as required by the district, any medical/physical restrictions and a recent physical exam with proof of required immunizations
9. An assurance of appropriate medical insurance coverage

I, \_\_\_\_\_ verify that all required documents listed above are enclosed and submitted to the Supervisor of School Choice and that all U.S. Department of State Regulations and CSIET standards have been met.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_