

INTERNATIONAL ADMISSIONS

Requirements for admissions and for transferring an I-20:



CALVARY
EPISCOPAL PREPARATORY

Step 1: Admissions

1. Completed application with registration fee, including name and address of guardian
2. Results from an English Proficiency Test (can be done at CEP.) We accept:
 - TOEFLJR –
 - o Register online at www.ets.org/toefl
 - o Minimum score 791
 - o Students 11-15 years old
 - TOEFL iBT
 - o Register at www.ets.org/toefl
 - o Minimum score of 60
 - o Students 16-18 years old
 - ITEP SLATE
 - o Register online at <http://www.itepexam.com/schedule-an-itep-test>
 - o Minimum score 4.5
3. A transcript of the student's grades for at least the past 3 years. (Transcripts must be in English)
4. 2 letters of recommendation (Math & English teacher)
5. Academic test (at CEP)
6. Copy of birth certificate and/or passport
7. Copy of Visa
8. Writing sample
9. Interview: skype or in-person

Step 2: Admissions Committee meets to determine prospective student's acceptance

Step 3: Please submit the following documents/information

1. Letter from a reputable bank (signed by a bank officer) stating that parents, guardian or student has an account of at least \$35,000.00.
 - a. Bank statement must be from the individual who will be paying tuition
 - b. Date account was opened
 - c. Present balance
2. Affidavit of support – I-134 - <https://www.uscis.gov/sites/default/files/files/form/i-134instr.pdf>
 - a. To be completed by the SAME parent, guardian or student who filed out the 'letter from reputable bank' listed above, who is also the individual responsible for paying tuition.
3. Letter from parents designating a guardian for student while attending school and living in Houston. The letter must be in English, signed by the parents, and officially notarized. We do not allow students to live by themselves or with other students. Including:

Student's home address in his/her own country and an email address or phone number for the parents or close family friend or relative who speaks English so that school administration can contact them in case of emergency.

4. Affidavit of support – I-134 - <https://www.uscis.gov/sites/default/files/files/form/i-134instr.pdf>
5. Copy of student's immunization record (in English). Record must include all vaccinations from the birth of the student until the current year. All vaccinations must be up-to date as required by the Houston Health Department.
6. Copy of Health Insurance
7. Copy of I-94 - <https://i94.cbp.dhs.gov/i94/consent.html?jsessionid=vq77W0vQjh3KVQQhgyH3CtVL5JFPcLdPJyVQS2zBxxLTbFHlR2ps!-2093144574>

Step 4: I-20 Transfer

The I-20 document can be picked up by the guardian or the documents can be sent.

- Student will have received Letter of Acceptance and Transfer-In Form
- Transfer-In Form is signed by student and submitted to Transfer-Out school
- Transfer-Out school will send I-20 to CEP
- CEP will verify student visa type and student status. Once verified CEP will issue & print new I-20

Step 5: Payment of tuition & fees and sign contract

- All tuition and fees must be paid prior to the first day of school as well as contract must be signed. Tuition and fees must be paid with a cashier's check or bank transfer of funds. If the I-20 is not approved, all tuition & fees, except the application fee and the I-20 application fee, will be refunded. Tuition and fees are refundable ONLY if F-1 is denied.