

INTERNATIONAL ADMISSIONS

Requirements for admissions and for issuing an I-20:



CALVARY
EPISCOPAL PREPARATORY

Step 1:

1. A transcript of the student's grades for at least the past 3 years. (Transcripts must be in English)
2. Results from an English Proficiency Test. We accept:
 - a. TOEFLJR –
 - i. Register online at www.ets.org/toefl
 - ii. Minimum score 791
 - iii. Students 11-15 years old
 - b. TOEFL iBT
 - i. Register at www.ets.org/toefl
 - ii. Minimum score of 60
 - iii. Students 16-18 years old
 - c. ITEP SLATE
 - i. Register online at <http://www.itepexam.com/schedule-an-itep-test>
 - ii. Minimum score 4.5
3. An Interview (Skype or In-Person)
4. Copy of birth certificate and/or passport
5. A completed application with registration fee, including name and address of guardian
6. 2 letters of recommendation translated into English (preferably from Math & English teacher)
7. Writing sample from prospective student

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. (proof of financial support is required on I-20 form.)
 - a. Date account was opened
 - b. Present balance
2. 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.
3. Affidavit of support – I-134 – <https://www.uscis.gov/sites/default/files/files/form/i-134instr.pdf>
4. 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.

5. Copy of Health Insurance

Step 4: Issue I-20

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

Step 5: Payment of I-901 Fee

All students applying for an F-1 Visa must also pay the I-901 fee. This fee of \$200 and is paid to the U.S. Government and can be paid online (www.fmjfee.com). The I-901 fee must be paid and the family must have the receipt for payment before going to the U.S. Consulate for an appointment. The student must have a Sevis identification number (found in the upper right area on the I-20) before the fee can be paid.

Step 6: 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.

Step 7: Arrival in Houston

Bring a copy of the approval I-20 document, the student Visa and I-94 to Calvary.