

## **Admission of Exchange Students**

The district encourages and supports foreign exchange student programs, providing the following guidelines are met:

1. It is recommended that foreign exchange students should be from exchange organizations included in the Advisory List of International Educational and Exchange Programs or the Youth Exchange Program listing published by Oregon Student Exchange Federation. Exception: (Pleasant Hill District residents may make application for foreign students via legal guardian responsibility form. Administration reserves the right to approve or disapprove requests.);
2. Foreign students attending district schools through group-sponsored exchange programs must obtain a "J-1" Visa from the U.S. Department of Immigration and Naturalization Service which they must show upon registration. Approved group-sponsored exchange programs are those designated by the United States Information Agency and officially recognized by the Board. Foreign students on a J-1 Visa are not required to pay tuition;
3. Foreign students attending district schools through private sponsorship must obtain an "F-1" Visa and prior approval required by the Immigration and Naturalization Service. Pursuant to federal law, foreign students on an "F-1" Visa may only attend secondary schools within the district and are required to pay tuition as established by the district for the period of attendance. The period of attendance may not exceed 12 months;
4. The maximum number of foreign exchange students to be enrolled at Pleasant Hill High School in a given year will be on the basis of one foreign exchange student per two hundred students of total high school enrollment. Exceptions to this may be granted by the superintendent;
5. Foreign exchange students are expected to pursue a full-time course of study for a period not to exceed one school year when such student resides in the home of a district resident;
6. Letters of application for admission of a foreign exchange student must be addressed to the principal of the high school. Deadline for letter of application will be August 15 previous to the beginning of the next school year. The superintendent may make exception to the above application deadline;
7. The sponsoring organization must provide evidence that said student has sufficient mastery of the English language so that he/she can profit from the regular instruction program at the high school without special academic help. This may be accomplished by said student submitting successful completion results of the student's international TOEFL test;

8. Foreign exchange students will be required to take courses in the English language and social studies;
9. The sponsoring exchange organization will be responsible for obtaining the student Visa. District officials will not sign the 1-20 form required for an F-Visa without approval of the superintendent;
10. Foreign exchange students attending high school must be between 16 and 18 years of age at the time of enrollment;
11. Foreign exchange students will be entitled to a regular Pleasant Hill High School diploma only if they fulfill all specified district and state requirements. Those not qualified for regular diplomas will receive a certificate of attendance; credit for courses taken prior to grade nine may be granted only when documentation is presented to the principal in a timely manner indicating that students taking such courses are required to meet performance criteria that are equivalent to the performance criteria for students taking similar courses at Pleasant Hill High School (OAR 581-022-1130 (1)(d));
12. The district reserves the right to terminate the foreign exchange student arrangement at any time.

FOREIGN EXCHANGE STUDENT APPLICATION FOR ENROLLMENT  
PLEASANT HILL SCHOOL DISTRICT #1

Student name \_\_\_\_\_ Birth date \_\_\_\_\_

Permanent address \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

\_\_\_\_\_ Nationality \_\_\_\_\_

Number of years of school completed \_\_\_\_\_ Present grade \_\_\_\_\_

Full time student \_\_\_\_\_ Visitor \_\_\_\_\_ Length of stay \_\_\_\_\_

Type of passport \_\_\_\_\_

Expiration date of passport \_\_\_\_\_

Educational expectation \_\_\_\_\_

Names and addresses of parents \_\_\_\_\_

Please attach copies of the following documents:

- |  |                          |
|--|--------------------------|
| _____ Immunization records (English translation)           | _____ Health records     |
| _____ Transcript of grades (English translation)           | _____ TOEFL test results |
| _____ Evidence of insurance (supplied by exchange program) |                          |

Name and address of exchange program \_\_\_\_\_

\_\_\_\_\_ Telephone number \_\_\_\_\_

Representative's name and address \_\_\_\_\_

\_\_\_\_\_ Telephone number \_\_\_\_\_

Is the program bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

Host (sponsoring) family name and address \_\_\_\_\_

\_\_\_\_\_ Telephone number \_\_\_\_\_

I (we) accept financial responsibility and guardianship for the above named student, and agree to contribute a significant share of the living costs, including transportation, school lunch, recreational and all other costs relating to the involvement with Pleasant Hill School District #1 while residing in our home.

(Signed) \_\_\_\_\_