

CHECKLIST

STEP 1 The following documents and fees need be received before student's application can be reviewed and processed:

- Form A: High School Application
- Form B: Student Questionnaire
- School report/transcript translated in English (include past 2-3 years of grades)
- Teacher's Recommendation Letters
- SLEP, TOEFL, IELTS, SSAT, or ISEE score report
- Photocopy of Passport (picture page)
- 1st phase program fee
- Optional documents: Awards, Certificates, etc.

STEP 2 After student obtains the Visa, the following documents and fees must be received within 10 business days:

- Photocopy of Visa
- Form C: Host Family Application
- 2nd phase program fee
- Medical insurance fee (if purchased through EE)

STEP 3 The following documents must be received at least 10 days PRIOR to the student's arrival to USA.

- Form D: Airport Pick-up Information
- Form E: Guardian Appointment Form
- Form F: Medical/Liability Release Form
- Form G: Certificate of Immunization Status
- Proof of medical insurance coverage in English (if not purchased through EE)