

# JFABB - International Students

## Definitions:

**International Students:** This term pertains to those students of foreign nationality who visit this country for a specified period of time (usually limited to one year) and who are enrolled in an American school with a J-1 Cultural Exchange Visa or F-1 Foreign Student Visa.

## **J-1 Cultural Exchange Visa :**

This visa is issued for no more than one academic school year to students who will participate in a United States Information Agency designated Exchange-Visitor program. This Visa is only authorized for one time use. The student must have a home in a foreign country to which he or she will return after the stay in the United States

## **F-1 Foreign Student Visa:**

This visa is issued to students who will be studying in an academic course at a school authorized by Homeland Security to allow foreign students to attend. Schools must apply for authorization from Homeland Security/the U.S. Department of State. The student must have a home in a foreign country to which he or she will return after a maximum stay. Before students can obtain an F-1 Visa, they must pay in full all established fees for the period of the student's attendance.

## **Immigrant:**

An "immigrant" is a person who has been legally admitted to the U.S. as a permanent resident alien. The immigrant usually has been issued an Alien Registration Receipt Card (INS Form I-551) generally referred to as a "green card." The immigrant has the choice of becoming a citizen of the

U.S. after residing in the U.S. for a period of five years and passing an examination.

# Refugee:

A "refugee" is a person who is unwilling or unable to return to his or her country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular group, or political opinion. Refugees do not hold a "green card," but they will possess an Arrival/Departure Card (INS Form I-94) annotated "Parolee-Indefinite Stay."

\*\*\*\*\*Please note that K -- 12 Public Schools may not ask parents/students registering for school questions regarding their citizenship and/or immigration status.

School officials may not require children to prove they are in this country legally by asking for documents such as green cards or citizenship papers. They may only require proof that the child lives within the school district attendance zone, just as they might for any other child. (*Plyler v. Doe* 1982, 457 U.S. 202, 1982)

# Enrollment of J-1 Visa Cultural Exchange Students at Morse

1. Morse High School (MHS) will only receive applications for enrollment of J-1 Visa Cultural Exchange Students who are sponsored by organizations that meet the requirements and are registered with Maine State's Secretary of State, the U.S. Department of State (USDOS), the Council on Standards for International Educational Travel (CSIET), or the Maine Principal's Interscholastic Athletic Association (MPA).
2. A sponsoring organization may not place more than three (3) students at MHS for any one academic school year September through June.
3. The total number of J-1 Visa Cultural Exchange Students at MHS may not exceed one percent (1%) of the school's total enrollment without the consent of the principal. This does not preclude groups of students from making short-term visitations as part of language, cultural and/or other school related activities.
4. The length of stay for J-1 Visa Cultural Exchange Visa Students is limited to a maximum of one academic year.
5. J-1 Visa Cultural Exchange Students must be no older than 18 ½ years of age on the date of enrollment in the district.

6. Students who have graduated from high school in their home country may be enrolled or accepted as J-1 Visa Cultural Exchange Students at MHS.

7. It is highly recommended that Sponsoring organizations notify the MHS Principal and/or Cultural Exchange student representative/designee by June 15th regarding enrollment applications for potential J-1 Visa Cultural Exchange Students for the following school year.

# Sponsoring Organizations Requirements

1. An organization that wishes to sponsor a foreign and/or domestic travel-study program shall submit a request that provides complete program description, including name, address and telephone number of the local representative, to the MHS Principal and/or Cultural Exchange student representative/designee. This is a one-time requirement.

2. Each request for enrollment at MHS must include the following:

- Name, street address, home and work phone numbers of host family. The host family must reside in the RSU 1 attendance area. If a student changes host families, new information regarding host family must be submitted to the school.
- Name, birthdate, country of origin, grade level of the student
- Name, address, and telephone numbers of parents/legal guardians
- Name, address, and telephone numbers of the contact person of sponsoring organization
- Letter of application in English in student's own handwriting
- Verification of health and accident coverage
- Immunization and health records
- An English translation of student's transcript for previous three school years showing all courses completed (this should include current school year) accompanied by an explanation of the grading system used, number of clock hours of instruction per week per subject and the length of the school year. Specific courses must be listed e.g algebra, geometry, chemistry, biology, etc.
- If requested, verification of English Language Proficiency demonstrated by Score of 70-80 or above on the Test of English as a Foreign Language (TOEFL), or another means of demonstrating English proficiency to the district, or Minimum of five (5) years of formal English instruction and/or attendance at an English speaking school
- Two letters of recommendation from the student's English teacher and school administrator
- Signed international student contract

3. Each request shall be reviewed by the MHS Principal and/or designee. Notification of approval or denial of enrollment shall be issued in writing to the program representative no later than July 1st.

4. J-1 Visa Cultural Exchange Students and host parents must register in person at MHS prior to the first day of school.

# MHS Enrollment Guidelines for J-1 Foreign Exchange Students

1. J-1 Visa Cultural Exchange Students will be enrolled as full-time students.
2. J-1 Visa Cultural Exchange Students will be enrolled in Language Arts/English and U.S. History classes at a minimum in addition to other appropriate grade level classes.
3. J-1 Visa Cultural Exchange Students will be graded and evaluated academically but will not be granted a high school diploma.
4. J-1 Visa Cultural Exchange Students enrolled as seniors may go through commencement and receive an "Honorary Recognition Diploma" and a "Certificate of Attendance."
5. J-1 Visa Cultural Exchange Students shall not be included in any class ranking lists.
6. J-1 Visa Cultural Exchange Students will be enrolled in a grade level corresponding to their home country.
7. J-1 Visa Cultural Exchange Students enrolled as juniors are not required to take the SAT nor will they be included in school counts for Adequate Yearly Progress reporting purposes.
8. J-1 Visa Cultural Exchange Students must have at least a 2.0 grade point average at the end of the first semester to remain in good standing at MHS.
9. J-1 Visa Cultural Exchange Students may not be enrolled in Bilingual/ESL classes.
10. J-1 Visa Cultural Exchange Students will not be enrolled in college classes.
11. J-1 Visa Cultural Exchange Students will not receive financial assistance from RSU 1.
12. J-1 Visa Cultural Exchange Students will be responsible for school fees and expenses on the same basis as resident students.
13. J-1 Visa Cultural Exchange Students will be accorded all the rights and privileges of resident students during their period of enrollment except as noted in this policy.
14. J-1 Visa Cultural Exchange Students will be subject to the same policies, rules and regulations as resident students.
15. J-1 Visa Cultural Exchange Students are eligible to participate in co and extra-curricular clubs, teams and organizations as governed by school policies and the Maine Principals Association regulations.
16. J-1 Visa Cultural Exchange Students will not receive tutorial assistance beyond typical after school assistance available to all students.
17. J-1 Visa Cultural Exchange Students must acquire and maintain a medical health insurance plan from an American based medical insurance company for the duration of their enrollment at MHS.
18. J-1 Visa Cultural Exchange Students must have had complete medical and dental physicals within one year of enrollment at MHS.

19. J-1 Visa Cultural Exchange Students must have had all immunizations required by Maine State Law prior to enrollment at MHS.

# Organization/Sponsor Responsibilities

1. Each organization/sponsor of J-1 Visa Cultural Exchange Students must meet current USDOS and U.S. Citizenship and Immigration Services (USCIS) guidelines and RSU 1 policies and regulations.
2. Selection of J-1 Visa Cultural Exchange Students will be in accordance with above stated RSU 1 policies and procedures.
3. Organization/Sponsor must provide J-1 Visa Cultural Exchange Students an orientation to the host family, the school, U.S. school system, and the community.
4. The organization/sponsor must comply with the established timelines for notification, placement, acceptance, admission and registration of the student.
5. The organization/sponsor will provide tutoring if a student is not as proficient in English as was stated or implied on the application.
6. Should the assurances or documentation provided by an organization/sponsor prove invalid, further acceptance of J-1 Visa Cultural Exchange Students from that organization/sponsor shall be terminated for the remainder of that academic year, the next academic year and thereafter until proof of compliance acceptable to the district is provided.
7. The responsibility for appropriate host family placement, accurate and complete information rests with the sponsoring organization.

## MHS J-1 Visa Cultural Exchange Student Contract

"I have read, understand and agree to honor the MHS Enrollment Policies and Guidelines for J-1 Visa Cultural Exchange Students."

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Student Signature Date

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Parent Signature Date

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Host Parent Signature Date

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Sponsoring Agency Representative Signature Date

TO: Foreign Exchange Organization Representative/Sponsor

Foreign Exchange Student Host Family

FROM: Principal, Morse High School

RE: Foreign Exchange Student Application

DATE: \_\_\_\_\_

Dear Representative/Host Family:

We need the following information before we grant final approval for acceptance of as a J-1 Visa Cultural Exchange Student at Morse High School.

\_\_\_\_\_ Name and address of Host Family

\_\_\_\_\_ Completed exchange student application

\_\_\_\_\_ School transcripts translated into English for placement

\_\_\_\_\_ Evidence of English Proficiency

\_\_\_\_\_ Records of Immunization

\_\_\_\_\_ Copy of VISA upon arrival

Thank you for addressing the indicated details by June 15 so that acceptance for enrollment can be determined. If you have further questions, please contact a member of our Administration at 207-443-8250.

**Enrollment of F-1 Visa Foreign Students**

At Morse High School

1. Morse High School (MHS) will only enroll F-1 Visa Foreign Students who meet our entrance requirements.
2. A Foreign Student may not have attended one year of school in the US with either an F-1 or J-1 visa.
3. The length of stay for F-1 Visa Foreign Students is limited to a maximum of one academic year.
4. F-1 Visa Foreign Students must be less than 19 years of age on the date of enrollment in the district.
5. F-1 Visa Foreign Students must have been promoted from the 8th grade in their home countries.
6. F-1 Visa Foreign Students who have graduated from high school in their home countries may be admitted to MHS, but they must be less than 19 years of age at date of enrollment.
7. F-1 Visa Foreign Students must verify proof of financial ability to meet all expenses including school tuition and fees, travel, medical insurance and personal living expenses.

# Requirements

Each request for enrollment at MHS must include the following:

- Complete Application
- Complete Financial Statement
- Letter of interest in English in student's own handwriting
- Verification of health and accident insurance coverage
- Immunization and health records
- An English translation of student's transcript for previous three school years showing all courses completed (this should include current school year) accompanied by an explanation of the grading system used, number of clock hours of instruction per week per subject and the length of the school year. Specific courses must be listed e.g algebra, geometry, chemistry, biology, etc.
- If requested, verification of English Language Proficiency demonstrated by a score of 360 or above on the Test of English as a Foreign Language (TOEFL), or 45th percentile or above on the Secondary Level English Proficiency Test (SLEP), or another means of demonstrating English proficiency to the district, or a minimum of five (5) years of formal English instruction and/or attendance at an English speaking school.
- Letters of recommendation from the student's English teacher and School administrator
- Signed international student contract

Each request shall be reviewed by the MHS Principal and/or designee.

# MHS Enrollment Guidelines for F-1 Visa Foreign Students

1. F-1 Visa Foreign Students will be enrolled as full-time students.
2. F-1 Visa Foreign Students will be enrolled in a grade level corresponding to their home countries.
3. F-1 Visa Foreign Students will be enrolled in Language Arts/English and U.S. History classes at a minimum in addition to other appropriate grade level classes.
4. F-1 Visa Foreign Students will be graded and evaluated academically and awarded credits as earned.
5. F-1 Visa Foreign Students who fulfill all MHS graduation requirements will be granted a MHS Diploma.
6. F-1 Visa Foreign Students enrolled as seniors who have not met graduation requirements may go through commencement and receive an "Honorary Recognition Diploma" and a "Certificate of Attendance."
7. F-1 Visa Foreign Students shall not be included in any class ranking lists.
8. F-1 Visa Foreign Students who are enrolled as juniors will not be required to take the SAT nor will they be included in school counts for Adequate Yearly Progress reporting purposes.
9. F-1 Visa Foreign Students must have at least a 2.0 grade point average at the end of the first semester to remain in good standing at MHS.
10. F-1 Visa Foreign Students at the conclusion of their stay will receive a MHS Transcript and "Certificate of Attendance." Only students who are enrolled as "seniors" will be recognized at the commencement exercise.
11. F-1 Visa Foreign Students may be enrolled in Bilingual/ESL classes as necessary.
12. F-1 Visa Foreign Students will not be enrolled in college classes.
13. F-1 Visa Foreign Students will be accorded all the rights and privileges of resident students during their period of enrollment except as noted in this policy.
14. F-1 Foreign Students will be subject to the same policies, rules and regulations as resident students.
15. F-1 Foreign Students are eligible to participate in co and extra-curricular clubs, teams and organizations as governed by school policies and the Maine Principals Association regulations.
16. F-1 Foreign Students will not be provided tutorial assistance beyond typical after school assistance available to all students.
17. F-1 Foreign Students who attend MHS as fifth year students, meaning they have already graduated from their home counties' high schools, are not eligible to receive a MHS Diploma.
18. F-1 Foreign Students must have had complete medical and dental physicals within one year of enrollment at MHS.
19. F-1 Foreign Students must have had all immunizations require by Maine Sate Law prior to enrollment at MHS.



# MHS F-1 Visa Foreign Student Contract

"I have read, understand and agree to honor the MHS Enrollment Policies and Guidelines for F-1 Visa Foreign Students."

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

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

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

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

Thank you for addressing the indicated details by April 1st so that acceptance for enrollment can be determined. If you have further questions, please contact a member of our Administration at 207-443-6601.

Adopted: May 29, 2012

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Revision #1  
Created 7 April 2022 15:36:59 by Matt Frey-Davis  
Updated 28 January 2025 16:38:40 by Matt Frey-Davis