

F-1 visa Student Guidelines Northland Lutheran High School

Revised January 15, 2008

Updates to this document are made regularly.

Students and agencies are responsible for complying with all policies and guidelines.

Introduction - In the spring of 2003, the Bureau of Citizenship and Immigration Services ([BCIS](#)) of the United States Government approved Northland Lutheran High School (NLHS) as a host school for international students. As a result, NLHS is authorized through the Student and Exchange Visitor Information System ([SEVIS](#)) to register and enroll international students apart from an established foreign exchange program. SEVIS is a web-based system for maintaining information on international students and exchange visitors in the United States. The following guidelines are intended to provide information regarding the process and tasks necessary for international students to attend NLHS.

Registration – Registration is to be completed through the International Students Department of Northland Lutheran High School. For information, contact NLHS's SEVIS Designated School Official (DSO) and Administrator Mr. Rick Grundman by e-mail rgrundma@NLHS.org or phone 715-574-6547. Please provide an official email that NLHS will use for follow-up contact. Once Northland Lutheran H.S. accepts the student's enrollment application, the student will be issued a Form I-20. The applicant then pays the [SEVIS I-901](#) fee *before* applying for a visa.

The SEVIS I-901 fee went into effect September 1, 2004. New students and exchange visitors with a Form I-20 or Form DS-2019 issued on or after September 1, 2004 are subject to this fee. The payment website is at www.fmjfee.com.

Required Documentation in Enrollment Application Packet:

- Application for Enrollment and \$100 registration fee
- Academic transcript
- SLEP or TOEFL score report
- Personal biography (interests, hobbies, career plans, family and home life)
- Health and immunization records
- English language version of physical exam signed by a physician within three months of enrollment date

English Language Proficiency – An international student's ability to excel at NLHS is dependent upon his/her ability to communicate in the English language. NLHS requires English proficiency in reading, writing and speech. To be admitted to NLHS, applicants must demonstrate proficiency with an acceptable score report on one of the following exams: 1) the [SLEP](#) (Secondary Level English Proficiency test), 2) [TOEIC](#) (Test of English for International Communication), or 3) the [TOEFL](#) (Test of English as a Foreign Language). The TOEFL is preferred since it evaluates English proficiency for those pursuing academic studies. NLHS's TOEFL code number is 8677. This number should be entered onto the TOEFL answer sheet during the examination so that scores are

reported directly to NLHS. Take the TOEFL [practice tests](#). Admission may be denied because of an unsatisfactory score. **A copy of a test's Score Report is required for admission to NLHS.**

F-1 visa – To receive an “F-1” visa, students must receive from Mr. Grundman a signed copy of the Form I-20. The following information is needed for Mr. Grundman to issue the I-20:

1. Applicant's official name
2. Birth date and gender
3. Grade level (9, 10, 11 or 12)
4. Country of birth
5. Country of citizenship
6. Official residence address
 - a. Street and apt. #
 - b. City
 - c. Province
 - d. Postal code
7. 1. Mailing address for I-20 form
 - a. Official name of recipient
 - b. Street and apt. #
 - c. City
 - d. Province
 - e. Postal code
 - f. Phone number of delivery site

After applicants receive the I-20 form from Mr. Grundman and make online payment of the [SEVIS I-901](#) fee, the applicant then submits the form with evidence of payment to the American Consulate in the student's home country.

Housing and Insurance – All matters related to housing and insurance are to be directed to Housing Coordinator Mrs. Connie Schoeneck (cschoene@nlhs.org).

During the course of the school year, the international student will stay with a host family. This family must be approved by the NLHS administration. For the first year of enrollment at NLHS, students are assigned a host family with whom to live. Thereafter, students are encouraged to cultivate friendships that may result in a homestay for following school years. Many students remain with their first-year host family during following years. International students will pay the host family for student housing. The cost is listed in the fee section.

All international students must purchase a health and liability insurance plan. Please see the [Insurance –On-line Application Directions Sheet](#) . Verification of insurance coverage must be received by August 1st.

Academics – International students are expected to take a complete academic load as they fulfill requirements toward graduation. Their course of study, as with all students at NLHS, will be determined by their past academic history, their interests and abilities, and their anticipated graduation date. The Guidance Department will work with the student in determining a class schedule. All students are required to enroll in religion courses.

Discipline – Students are expected to comply with all school rules and city/state/federal laws. Failure to do so may result in expulsion. Students whose I-20 is terminated for disciplinary reasons will forfeit tuition and housing. Termination of enrollment for other reasons during semester one may be given a refund for semester two; termination during semester two results in no refund of tuition or housing.

School Life – International students are expected to comply with all rules and regulations pertaining to NLHS students as defined in the student handbook. Failure to comply will result in disciplinary measures in keeping with school policy.

Family Life – While living with the host families, an international student is expected to comply with all the rules and expectations of the other members of the household. Rooms should be kept neat and orderly. Assistance should be given with daily chores and family routines. Curfews according to NLHS guidelines are 10:30 P.M. on school nights and 12:00 A.M. on weekends.

Driver's Education – While international students are allowed to pursue driver's education, obtain a driver's license and drive in compliance with State of Wisconsin laws, clear communication regarding host family expectations and guidelines is advised. Host families are encouraged to speak with Mr. Grundman regarding this matter.

Travel – Students are responsible for their own travel to and from their home country, and Mosinee, WI. They may work in conjunction with their host family to arrange airport pick-up and other travel arrangements. Unless special arrangements are made, students are expected to return to their home within 1-2 weeks after the end of a school year and should return no more than 1 week before the start of the next school year.

Medication / Medical Treatment – Soon after arrival, copies of an information sheet on all medications (including description and dosage information) brought by the student is to be provided to the following: 1) host family, 2) Mr. Grundman, and 3) local medical providers.

Also soon after the student arrives, host families are encouraged to confirm that the family doctor will accept the student's insurance coverage. If not, alternative plans to seek medical treatment should be made promptly. When doing so, take a copy of the student's insurance plan and the I-20 form that contains the student's family information.

Athletics – The Wisconsin Interscholastic Athletic Association ([WIAA](#)) denies varsity-level participation for one year to I-20 (F-1 VISA) international students. Continued attendance results in eligibility thereafter.

Miscellaneous Costs – Textbooks are provided by NLHS. Students will need to purchase school supplies. Additional expenses include school-sponsored activities (*e.g.*, field trips, dances, *etc.*), and personal spending money (\$50-75 each month).

Personal Finances – To avoid transaction fees and provide convenience, it is recommended that students open a local bank account. Private funds are to be available

for expenses for which the host family is not responsible. This includes entertainment, personal items and clothing, among things.

Payment and Fees – The following is a listing of fees and costs for an international student enrolled directly at NLHS outside of an exchange agency. All questions about fees and payment should be directed to Mrs. Annette Krautkramer (akrautkra@nlhs.org) in the Business Office.

2007-2008 NLHS Tuition and Fees

Tuition:
\$12,815 (This includes the \$1,000.00
Deposit fee)

Administration fee: \$100.00
New International Version (NIV) Bible or Bible in
students language: \$35

Payment Options:
One Payment: \$12,950.00 (due August 1) **OR**
Two Payments: \$6475.00 (due August 1 and
December 1)

Total Tuition and Fees: \$12,950.00

2007-2008 Housing

\$4500.00

One Payment: August 1 - \$4500.00
Two Payments Aug.1 - \$2250.00; Dec. 1 -
\$2250.00

Combined Tuition and Housing

One Payment: \$17,450.00 (due August 1)
OR
Two Payments: \$8,725.00 (due Aug. 1 and
Dec. 1)

**Total Housing: \$4500.00* =
\$17,450.00**

* Please provide NLHS an email address to which billing information may be sent For convenience, funds may be sent to NLHS by electronic wire transfer according to one or two-payment schedule above and then paid to host by the NLHS Business Office.

Electronic fund transfer information provided at a later date.