



Global Impact International Student Program Step-by-Step Application Process Checklist

Please note: All international student applicants are required to work with an established recruiting agency.

The King's Christian School relies on our agency partners to handle home stay arrangements, student insurance and travel, communication with international families, and tuition payments.

STEP ONE. Submit all of the following items through your agency:

- _____ International Student Application (5 pages, including English Teacher Recommendation)
- _____ Transcript (3 years, translated into English, with grading scale and dates of attendance)
- _____ Results of iTEP SLATE, TOEFL, or TOEFL Jr exam (see www.tkcs.org for score requirements)
- _____ I-20 Form
- _____ \$200 Application Fee
- _____ Copy of student's passport ID
- _____ Video link to student's agency interview, or copy of the interviewer's report*

**If your agency does not require an interview, our International Student Coordinator will contact the agency to schedule a Skype interview with the applicant.*

Acceptance or non-acceptance will be communicated via letter to the representing agency.

STEP TWO. Once a student has been accepted, submit all of the following:

- _____ Financial Agreement, signed by the students' parents
International students are provided two options for payment of tuition. Annual payments are due in full on July 1st. Semi-annual payments are due on July 1st and January 1st. Choice of payment option must be indicated on this form.
- _____ \$375 Registration Fee
- _____ \$500 I-20 Fee
- _____ \$1000 Tuition Deposit (This will be deducted from the tuition balance.)
- _____ New Jersey State Physical Examination Form (completed by a certified physician)
- _____ New Jersey State Immunization Record (completed by a certified physician)

Once all of the items in Step Two have been submitted, the Admissions Office will officially enroll the student, generate his/her I-20, and send the original document via Fed Ex.

STEP THREE. If the student is missing any immunizations, the Admissions Office will communicate this to the representing agency. These immunizations need to be administered prior to the first day of school.