



# Texas Christian Junior High School

## Texas Christian High School

17810 Kieth Harrow, Houston, TX 77084 (281) 550-6060 (281) 550-2400 FAX

*Herc Palmquist*  
President

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*Fully Accredited*  
[www.TexasChristianSchool.org](http://www.TexasChristianSchool.org)

### INTERNATIONAL STUDENT I-20 INFORMATION

The following information is provided regarding Texas Christian School's International Student I-20 Program:

- A. Applications are accepted from February 1 – June 30.
- B. Bible Class is taught every day and the student must regularly attend Church. Church notes are to be taken by the student, who submits them to the teacher on Monday as part of the Bible Class grade. Texas Christian School's Statement of Faith may be viewed at [www.TexasChristianSchool.org](http://www.TexasChristianSchool.org).
- C. Administration will determine the grade the international student will be enrolled in. Generally, an international student may be enrolled in the previous grade for academic reasons due to age, courses needed to graduate, English proficiency, etc. Example: International student is applying to enroll in 10<sup>th</sup> Grade and the Administration may determine the student will be enrolled in the 9<sup>th</sup> Grade so the student will be successful and able to enter the college of his/her choice.
- D. International students must be able to read, write, speak, and comprehend English at an acceptable level. If available, please provide Test of English as a Foreign Language (TOEFL) or similar testing results indicating English abilities.
- E. All fees are non-refundable and student commitment is for one year according to the current yearly school calendar.
- F. **Application Forms Required I-20 (All documentation must be submitted together before being reviewed by the Administration):**
  - o I-20 forms will not be processed unless **all documentation is received together and fees paid.**
  - o Transcripts for the previous two (2) years through the most recent grade completed; all transcripts must be translated in English. Also, student must have **passing grades** (no grades lower than a United States grading scale score of 75) as part of the requirements for enrollment. Transcripts must be received with the application package. Administration will not review enrollment packages and I-20 will not be issued if transcripts are not received.
  - o Copy of current passport and visa.
  - o Junior/Senior High School Student Extracurricular Participation and Parent/Guardian Support of Texas Christian School Forms must be completed and submitted with I-20 documentation.
  - o International Student Application Essay must be done in English to evaluate the student's English comprehension as the student must be able to speak, read, and write English. International students will be required to enroll in Texas Christian School's ESL class when I-20 application package is approved. This will supplement the TOEFL or similar testing results that may be available.
  - o Background Information for I-20. This information needs to be as detailed and accurate as possible – missing information delays the process. The cost and expense information is estimated and some items are completed by Texas Christian School.
  - o School fees are listed on page three of the Background Information for I-20. A \$2,500 Application/I-20 Processing Fee includes the I-20 and School Application Fees. The \$2,500 must accompany the I-20 completed application forms. All fees are non-refundable and the family and student are committing for the entire year.
  - o Please note parent/guardian must be a United States citizen or a legal resident of the United States in accordance with 8 CFR Part 213a.
  - o Student will schedule and complete a Skype interview with Administration personnel prior to I-20 being issued.

- o Parents or guardians residing in the United States will be interviewed by Administration personnel prior to I-20 being issued.

#### **G. I-20 PROCESS**

- o Application/I-20 Processing Fee of \$2,500 is due when the I-20 and school applications are submitted to Texas Christian School for processing. The fee is non-refundable.
- o It is the responsibility of the person, who received the I-20, to send it to the family in the home country. There will be a fee of \$300 invoiced to the family account for the I-20 package to be mailed overseas. The mailing fee must be paid prior to the I-20 package being sent to the student.
- o It is the family's responsibility to contact the United States Embassy in the home country to schedule an interview appointment. Please ask the Embassy representative what additional documentation will need to be provided for the interview.
- o As soon as the Embassy interview is complete, the family must notify Texas Christian School by e-mail (office@texaschristianschool.org) with the results of the interview.
- o If the interview is successful, the I-20 approved, and the F-1 Visa issued, please contact Texas Christian School as soon as possible so the school application can be completed.
- o If the interview is not successful, another I-20 may be issued at the discretion of Texas Christian School and another interview scheduled by the family with the United States Embassy. Please check with the United States Embassy representative as to when the next interview can be scheduled because there may be a waiting period between interview dates.

#### **H. AFTER THE I-20 IS APPROVED AND THE F-1 VISA ISSUED TO THE STUDENT**

- o Student will not be entered on the class roster until the following documents are completed by the parent/guardian and submitted to Texas Christian School:
  - RenWeb On-Line School Application
  - Updated Immunization Shot Record (Translated to English – State of Texas requirement.)
  - Copy of Student's Signed / Stamped I-20 Form
  - Copy of Student's Current Passport and Visa
  - Completed Authorization and Consent of Legal Guardian Form
  - Copy of Financial Support Documentation (Checking or Savings Accounts)
  - Copy of Student's Insurance Card or Proof of Applying for Insurance
- o **NO** fee payments will be refunded and the family is committing and responsible financially for the entire year of school.
- o An administrative fee will be assessed if the one year commitment is not met.

#### **I. If you need additional information or assistance, please contact Texas Christian School at:**

- o Telephone: (281) 550-6060 / Fax: (281) 550-2400 / E-Mail: office@TexasChristianSchool.org

# BACKGROUND INFORMATION FOR I-20

(Updated 02/14/2019)

**Please complete this form in detail for  
Texas Christian School admissions process.**

How did you learn about Texas Christian School's International Student Program?

\_\_\_ TCS Family/Student    Name of TCS Family/Student: \_\_\_\_\_

\_\_\_ Web Site                      \_\_\_ Newspaper/Magazine                      Other: \_\_\_\_\_

## Page 1 of I-20:

Do you currently have a Visa? Yes \_\_\_ No \_\_\_ If yes, what type is it? \_\_\_\_\_

Family Name (Surname or Last Name of Student): \_\_\_\_\_

First Name: \_\_\_\_\_

English First Name: \_\_\_\_\_

(Student must choose an English first name during the enrollment process.)

Middle Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

Date of Birth (MM/DD/YR): \_\_\_\_\_

Gender: Male \_\_\_ Female \_\_\_

Country of Birth: \_\_\_\_\_

City of Birth \_\_\_\_\_

\_\_\_ 1. Attend Texas Christian School for Academic Education (F Status).

\_\_\_ 2. Student currently in U.S. and wants to change to F Status.

**Page 2 of I-20:**

Admission Number (See Student's I-94 Entry Document): \_\_\_\_\_

Student's E-Mail Address: \_\_\_\_\_

Mother's E-Mail Address: \_\_\_\_\_

Father's E-Mail Address: \_\_\_\_\_

Guardian's E-Mail Address: \_\_\_\_\_

Student's Complete Detailed Foreign Address:

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

Province/Territory \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Student's Complete Detailed United States Address (where student will be living), if pre-approved by Administration; otherwise, student will reside in Texas Christian's Home-Stay Program:

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Education Level Applying For (Circle One):  
(Texas Christian will place the student in the suitable  
U.S. Grade level according to age, courses needed,  
English proficiency, etc.)

Junior High 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup>

High School 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup>

Date (MM/DD/YY) of First Day of School for Grades Already Completed (**REQUIRED**):

6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_

Primary Major: General Education

Normal Length of Study (Academic Term In Months): 10 Months per School Year

Program Start Date (Date when student is expected to begin program): \_\_\_\_\_

Program End Date: (Expected date of graduation): \_\_\_\_\_

**English Proficiency: Yes – Texas Christian School requires this for admittance.**

**Page 3 of I-20:**

Number of Months in Academic Term: 10 Months

Expenses (Round to Nearest Dollar). Student will need PE Uniform (\$50); School Uniforms (\$250 - \$350); Field Trips (Approx. \$250 for year); Competition Fee \$400. Please note dollar figures are approximate and may be more or less depending on the student and activities involved.

**TOTAL OF YEARLY EDUCATIONAL FEES: approximately \$23,000**

*(Family is responsible for entire yearly fees.)*

*Tuition may be paid by semester or yearly. No records will be released until entire school year fees are paid in full.*

Please complete the following information regarding room and board and contact Texas Christian School should you have any questions.

**HOUSING/HOME-STAY/BOARDING** \$15,000 (Room and Board paid in full upon enrollment)

\_\_\_\_\_ **I WILL NEED** housing. If you need housing/home-stay/boarding accommodations

\_\_\_\_\_ **I WILL NOT** need housing and my tuition will be \$18,000 a year.

I will be living with \_\_\_\_\_.  
Parent/Guardian Name

Relationship to Student:    Father    Mother    Brother    Sister

Uncle    Aunt    Cousin

Other: \_\_\_\_\_

*Texas Christian School does not provide transportation unless student is enrolled in the housing/home-stay/boarding program.*

Person Responsible for Providing Financial Support: (Name) \_\_\_\_\_  
**(Must provide last three months of official checking/savings bank statements.)**

Relationship to Student:    Father    Mother    Brother    Sister

Uncle    Aunt    Cousin

Other: \_\_\_\_\_

**Page 4 of I-20:**

Is parent/guardian a United States citizen or legal resident of the United States?

Yes No (If parent/guardian is not a United States citizen or legal resident of the United States, the I-20 process cannot be completed.)  
However, if student is participating in Texas Christian School's housing/home-stay/boarding program, the guardian is a United States citizen.

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian's Family Relationship to Student (Circle One):

Father Mother Uncle Aunt Cousin None Other: \_\_\_\_\_

United States Address of Parent/Guardian:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: Texas Zip Code: \_\_\_\_\_

Student's Telephone Number: \_\_\_\_\_

Mother's Telephone Number: \_\_\_\_\_

Father's Telephone Number: \_\_\_\_\_

Guardian's United States Telephone Number: \_\_\_\_\_

Other Costs (Estimated, If Known): \_\_\_\_\_

Individual Description and Dollar Amount of Other Costs (If Applicable):

Description	Dollar Amount
_____	_____
_____	_____

Funding: \_\_\_\_\_

Student's Personal Funds (Personal funds available to student): \_\_\_\_\_

Funds From This School: Texas Christian School does not provide funding to students.

Funds From Other Sources: \_\_\_\_\_

Describe in detail Other Sources Funds: \_\_\_\_\_

On-Campus Employment: Texas Christian School does not provide on-campus employment.

## **ACKNOWLEDGEMENT OF RESPONSIBILITIES AND LIABILITY NOTICE**

By signing this application, I confirm that I have read the guidelines below outlining the responsibilities for F-1 students to maintain legal F-1 status in the United States while studying at Texas Christian School (TCS). I further understand by signing below that failure to comply with these guidelines and regulations can and will result in loss of legal status in the United States. Furthermore, I acknowledge that in consideration and as a condition of my acceptance to TCS, I have an obligation to meet with a Designated School Official (DSO) at the TCS Business Office for any and all immigration advising related to F-1 issues.

The DSO is not an "advocate" or "representative" for the student in any legal capacity. I understand that DSOs and other TCS employees do not provide legal advice to students. Therefore, I hereby release all DSOs and employees of TCS of any and all liabilities resulting from the advice given by a DSO or staff member of TCS. All matters relating to immigration status of the student is the student's responsibility, not the responsibility of TCS. If a student has an immigration issue that requires legal advice, the student is encouraged to seek outside legal counsel from a qualified immigration attorney. TCS can provide an attorney with student information.

## **THE STUDENT'S ROLE AND RESPONSIBILITIES FOR COMPLIANCE WITH F-1 LAWS/REGULATIONS**

The U.S. Federal Government regulations state how international F-1 students must maintain legal status. Failure to follow these regulations could result in your F-1 status being terminated. The brief outline below provides an overview of the student's responsibilities for maintaining status in the United States while studying at TCS.

- Maintain ***ALL*** F-1 related documentation, including a VALID passport and the SEVIS I-20 Form.
- Maintain your contact information. Students must maintain their e-mail addresses, telephone numbers, and mailing addresses with the TCS Business Office.
- Notify a DSO of any change in information, including demographic or legal information within 10 days of the change.
  - ❖ All changes in housing arrangements must be pre-approved by Texas Christian School Administration and all required paperwork completed before any change occurs.
- Make satisfactory academic progress toward completion of high school diploma requirements by following TCS course credit plan.
- Be enrolled full-time unless authorized in advance to take a reduced course load.
- Only online courses count as course credit make-up.
- Submit an extension request no later than 45 days before the SEVIS Form I-20 expires.
- Transfer I-20 to college/university or depart the United States in a timely manner (within 60 days) after completion of high school diploma program.
- Have a valid travel signature/endorsement on your SEVIS Form I-20 before leaving/re-entering the U.S.
  - ❖ ***All travel plans must be pre-approved by Texas Christian School Administration*** or zeros will be given for any class time missed.

## **ADMISSION TO TCS**

Students do not need to secure a third-party agency to gain admission to TCS. TCS staff is available to students to assist with the admissions/registration process. If a student chooses to utilize the services of a third-party agency, the student should be aware that they assume full responsibility for all actions conducted by the third-party agent acting on the student's behalf. Although rare, there have been incidents of third-party agencies submitting fraudulent admissions documentation on behalf of the student. If fraudulent activity is committed by an agency representative acting on behalf of a student, the student is fully responsible and may be subject to disciplinary action. Given that third-party agencies often require personally identifiable information from students act on their behalf, it is also possible for an agent to gain access to a student's online account and make changes without the student's consent.

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**I understand that the student named on this application will be required to attend all classes as scheduled by the school calendar. Unless pre-approved by the Administration, student cannot leave school early for travel accommodations during the holidays such as Thanksgiving, Christmas, Spring Break, Summer Break, etc., or zeros will be given for any class time missed. All travel plans must be pre-approved by the Administration and the proper forms completed.**

*I certify that I understand all sections on this application and that all information provided herein is complete, accurate, and true. I understand that any information proven to be false will possibly result in the I-20 Form being canceled or terminated. I also understand that the information provided is protected by the Privacy Act of 1974 and all changes requested must be submitted in writing to the TCS Business Office.*

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Signature of Student

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Date

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Signature of Student's Parent

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Date

---

Signature of Student's Guardian

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Date



## INTERNATIONAL STUDENT PARENTS' (NOT GUARDIANS') CONTACT INFORMATION

**Father's Name:** \_\_\_\_\_

Father's Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Father's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Father's E-Mail Address: \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

Mother's Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Mother's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother's E-Mail Address: \_\_\_\_\_

Mother's Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Current/Past Medical History**

Current medical history and treatment, including daily medications \_\_\_\_\_

\_\_\_\_\_

Past medical history and treatment \_\_\_\_\_

\_\_\_\_\_

Are you currently under medical treatment for allergies? \_\_\_\_Yes \_\_\_\_No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Do you have any allergies to medicines, foods, dyes, animals, etc.?

\_\_\_\_\_

\_\_\_\_\_

Are you currently under psychological treatment? \_\_\_\_Yes \_\_\_\_No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Have you been under psychological treatment in the past? \_\_\_\_Yes \_\_\_\_No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Father's/Guardian's Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mother's/Guardian's Signature**

**Date:** \_\_\_\_\_

***PARENT/GUARDIAN SUPPORT OF  
TEXAS CHRISTIAN SCHOOL***

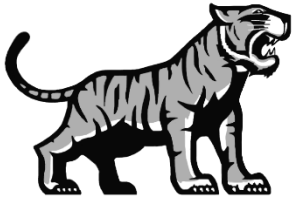
I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, understand the importance and expectations of student involvement at Texas Christian School. I am committing to support \_\_\_\_\_ in his/her extra-curricular (after-school) activities such as but not limited to: weekly Church attendance, Community Service hours (minimum 15 hours per year for High School students - please secure pre-approval as Church involvement and service is not considered Community Service), Academic Competitions, involvement in a minimum of one sport per year, Homecoming Events, Clubs, Senior Send Off, etc. This would also include providing transportation for activities scheduled for after-school hours.

\_\_\_\_\_  
Signature of Parent/Guardian (Father)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (Mother)

\_\_\_\_\_  
Date



# Texas Christian High School Texas Christian Junior High School

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## AUTHORIZATION AND CONSENT OF LEGAL GUARDIAN

(Updated 02/26/2016)

STUDENT'S LEGAL NAME: \_\_\_\_\_  
First Middle Last

- 1. I hereby testify that I have legal custody of the above-named child.
- 2. I hereby grant my full permission and consent for the temporary guardian to establish a place of residence for my child and for my child to reside and travel with the said temporary guardian.
- 3. I hereby grant the temporary guardian my full authorization to make all decisions related to my child's education, religious, and recreational activities and undertakings.
- 4. I hereby grant the temporary guardian my full authorization to administer general first-aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is life-threatening or in need of emergency treatment, I authorize the temporary guardian to summon any and all professional emergency personnel to attend, transport, and treat the participant and to issue consent for x-rays, anesthesia, blood transfusion, medication, or other medical diagnosis as necessary, treatment, or hospital care deemed advisable by and to be rendered under the general supervision of any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which treatment is to occur.
- 5. This authorization is effective commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and expiring on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. *(Please enter dates for Legal Guardian Authorization.)*
- 6. For the duration that the temporary guardian cares for my child, the costs associated with my child's maintenance, living expenses, medical, and dental expenses shall be allocated and paid as indicated on the attached page.
- 7. Under the penalty of perjury under the laws of the state of TEXAS, I attest to the truthfulness, accuracy and validity of the foregoing statements.

PARENT'S PRINTED NAME: \_\_\_\_\_  
First Middle Last

PARENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

(A letter of witness will be acceptable if country does not have notary personnel available.)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

SUBSCRIBED and SWORN before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_  
In and For the State of Texas – Authorized Signature

NOTARY PUBLIC \_\_\_\_\_  
Printed Name

Notary Seal:

**CONSENT OF TEMPORARY GUARDIAN**

I hereby acknowledge the terms set forth above and agree to assume responsibility in accordance with those terms. Under the penalty of perjury under the laws of the State of Texas, I attest to the truthfulness, accuracy, and validity of the forgoing statement.

GUARDIAN'S PRINTED NAME: \_\_\_\_\_  
First Middle Last

GUARDIAN'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

SUBSCRIBED and SWORN before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_  
In and For the State of Texas – Authorized Signature

NOTARY PUBLIC \_\_\_\_\_  
Printed Name

Notary Seal: