



# Mountain View Academy

Christ-Centered College Preparatory Grades 9-12

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Mountain View, CA 94041  
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[www.mountainviewacademy.org](http://www.mountainviewacademy.org)

## International Student Steps for Enrollment

### SUBMIT TO REGISTRAR:

1. A completed International Student Enrollment application
2. Three letters of recommendation from present teachers/principal (not from family members)
3. Previous school records and transcripts of academic credit for past 3 years. If records are not in English, a second copy, translated into English must accompany original documentation.  
*(All grades must be at least a B or higher)*
4. A color copy of your current passport.
5. A letter in English from the student stating why he or she desires to attend MVA and plans for the future.
6. A completed I-20 request form.
7. A letter from bank (or bank statement) showing adequate funds for both the student's tuition and living expenses.
8. Letter from parent assigning U.S. guardian or completed Guardianship Form
9. A SKYPE interview to be arranged with our Admissions Committee.

### ACCEPTANCE WILL BE BASED ON FOLLOWING CRITERIA:

1. Financial arrangements completed (\$1000.00 non-refundable enrollment fee must be paid before I-20 will be issued.
2. Living arrangements must be arranged with the student and parent/guardian (no guardian may be under 25 years of age) and approved by MVA Administration.
3. All students must be on track to graduate before their 20<sup>th</sup> birthday and may be no younger than 14 years of age.
4. A signed International Student Contract each year of attendance.
5. Have nothing less than a **B** from past scholastic records.
6. Have nothing less than a **B** in Citizenship (discipline records)
7. **Attendance Record – nothing less than a B**
8. Have a minimum score on either the TOEF or iTEP (Score of 65 or more on the IBT and a minimum score of 3.0 on the iTEP) test. *We now offer ESL Classes*
9. Have all the necessary health records including Immunization Records. Provide proof of Health Insurance.

### AFTER ACCEPTANCE YOU WILL RECEIVE:

1. Notification of acceptance from Mountain View Academy
2. SEVIS Form I-20 A-B. Submit the completed form to U.S. immigration.

### SUBMIT AFTER ACCEPTANCE:

1. **Payment in full for the school year.**
2. Medical Records before classes begin:
  - A. Physician examination report
  - B. Complete immunization record
  - C. Tuberculosis (TB) test – PPD type showing negative results (if positive submit chest X-ray report)
  - D. Proof of Medical Insurance – either through your guardian or individually – see [http://www.isoa.org/compass\\_main.aspx](http://www.isoa.org/compass_main.aspx) for information on obtaining medical insurance as an International Student.