



INTERNATIONAL STUDENT ENROLLMENT CHECKLIST

Payment of program or registration and first tuition fees (as applicable) is required to enroll in any Crenshaw School program.

Enrollment in the selected program will not be confirmed until the student provides the office with the following:

1. A copy of a government issued ID for the student and their parent if the student is under 18 years of age.
2. Student transcript (High School) issued by their previous school.
3. Signed Crenshaw School application and documents.

Step 1: ENROLLMENT REQUIREMENTS

- _____ Copy of Birth Certificate
- _____ Florida / Georgia Immunization Records or current country shot records, translated in English
- _____ Florida / Georgia Health Examination Record
- _____ Signed and completed application
- _____ Last School Attended Form
- _____ Guardianship papers, if applicable
- _____ If divorced, legal custody documents required
- _____ Notarized School Medical Authorization Form
- _____ Withdrawal Form from previous school

Step 2: ADDITIONAL REQUIREMENTS FOR ISSUE OF I-20

In addition to the enrollment requirements listed above, International students must submit the following:

- _____ I-20 Application, including American physical address
- _____ Financial Statement Letter
- _____ Copy of passport personal data page
- _____ Copy of F-1 Visa
- _____ Enrollment Form with Non-Refundable Enrollment Fee of \$1250 paid. Only \$1000 of enrollment fee is refundable ONLY if Visa is denied
- _____ I-20 Transfer Form if applicable (transferring I-20 from another school)

Name & address to where I-20 is to be sent.

Shipping charges may apply for International ship (please type or print clearly):

Address To (Name) : _____

Address: _____

Step 3: Once Original I-20 is Received

I-901

When you receive the I-20 you must:

1. Go to www.fmjfee.com
2. Fill out the I-901 form
3. Pay the fee – This is a fee paid directly to the US Government

The following is a website that can give you a lot of information about International Students. Go to the site click on the gray tab in the middle that says International Students:

<http://www.ice.gov/sevis/index.htm>

Step 4: Upon Arrival to US – Prior to Attending School

All above forms and documents must be complete and submitted to school prior to student attending class.

_____ Florida State Immunization Records (if not previously submitted)

_____ Florida State Health Examination (if not previously submitted)

_____ Tuition and fees paid in full for school year

****Immunization Records must be translated to a US State Immunization Form at a US clinic or doctor's office.**