



INTERNATIONAL STUDENT ENROLLMENT CHECKLIST

INCLUDE THIS FORM WHEN SUBMITTING APPLICATION.

SEND ALL INFORMATION TO APPLY@CRENSHAW SCHOOL.COM

Name of Student _____ Grade _____ School Year _____

Step 1: ENROLLMENT REQUIREMENTS

_____ Copy of student passport personal data page

_____ Copy of parent passport personal data page

_____ [I-20 Application](#) completed, which includes American physical address (may be sports housing or homestay address) and current address in home country. Must include address to send I-20. *Shipping fees may apply.*

_____ [Financial Statement Letter](#) / Banking

_____ Copy of Birth Certificate

_____ Complete Medical/Emergency contact authorization form (notarized)

_____ Current country immunization records **transcribed in English** (shot records)

_____ [Student Application](#) (completed in full and signed)

_____ [Last School Attended Form](#)

_____ High School Transcript (**transcribed in ENGLISH**).

_____ If divorced, legal custody documents required in **ENGLISH**

_____ **Notarized or witnessed Legal Guardian Papers.** Must include copy of country issued **PHOTO ID of PARENT with SIGNATURE.**

_____ Enrollment Form with Non-Refundable Enrollment Fee of \$1250 paid. *Only \$1000 of enrollment fee is refundable ONLY with proof that Visa is denied*

_____ I-20 Transfer Form (only if transferring I-20 from another school)

Step 2: 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.

_____ Copy of F-1 Visa

_____ 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

_____ Bring original I-20 to school for administration to sign again.

****Immunization Records must be on a Florida State Immunization Form.
If records need to be translated to a Florida State form, you may do so at a
local doctor's office or at the clinic listed below:**

Walgreens

9200 Conroy Windermere Road
Windermere, FL 34786
407-612-6100