

**United Faith Christian Academy**  
**International Student Program Quick Guide**  
**2012-2013**  
**Esther Feather, PDSO**

1. To issue an I-20 to a prospective student, the student must:
  - a. Complete a UFCA application (available from “forms” section on the UFCA website).
  - b. Submit:
    - i. Academic credentials (including final transcripts translated into English and converted to a 4.0 U.S. grading scale, for all high school years prior to entrance level at UFCA to be reviewed by the Guidance Office to determine fit.)
    - ii. To an interview by the Admissions Director or an Admissions representative to determine the level of English language proficiency.
    - iii. Copy of birth certificate or valid passport.
    - iv. Documentation of the ability to meet all expenses for at least the first year or complete and submit International Student Financial Needs Assessment Form (downloadable from the “forms” section on the UFCA website).
    - v. All Admissions fees.
    - vi. Teacher recommendation forms.
    - vii. Up-to-date immunization forms.
    - viii. Written testimony of student’s relationship with God.
2. Once all documents are received and reviewed, an I-20 may be issued.
3. Once student is accepted at UFCA, he/she must:
  - a. Check in with PDSO and sign I-20 (within 30 days).
  - b. Pay tuition; draft set up; or Financial Needs determined and assistance granted.
  - c. Produce paperwork to be copied and placed in file:
    - i. Valid Passport
    - ii. Visa
    - iii. Proof of Financials or Financial Needs amount granted
    - iv. Proof of paid SEVIS fee
    - v. I-94 from Port of Entry
4. The PDSO will then register student with SEVIS within 30 days of the start of school.
5. Report Change in Status – Student must report to PDSO to:
  - a. Change address
  - b. Leave the US or return to the US
  - c. Reduce Course Load – student must be pursuing a “full course of study” as defined by the catalog or handbook of the issuing I-20 school.
6. I-20 Start Date: First day of school (30 day pre-arrival is allowed by SEVIS).
7. I-20 End Date: Will be graduation date (a 60 day grace period is allowed by SEVIS)
8. Travel Outside the US – Is allowed as long as all paperwork is up-to-date and filed with the PDSO and the SEVIS record is “active.”
9. Once student re-enrolls, he/she is responsible for June/July tuition due prior to completion of the current school year.