

Application for Admission of Exchange Students in MCPS



Office of Student and Family Support and Engagement
International Admissions and Enrollment (IAE)
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rocking Horse Road Center, 4910 Macon Road, Room 147, Rockville, MD 20852

MCPS Form 335-66
April 2019
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INSTRUCTIONS: Complete Part I and forward to IAE along with supporting documentation listed on Page 2 of this form by **June 30 for first semester admission** or by **December 15 for second semester admission**, with the required documents listed on the back.

PART I—TO BE COMPLETED BY LOCAL ORGANIZATIONAL REPRESENTATIVE (LOR)

GENERAL INFORMATION

____/____/____ <i>Application Date</i>	____/____/____ <i>Anticipated Admission Date</i>	____/____/____ <i>Anticipated Completion Date</i>
_____ <i>Exchange student's last name</i>	_____ <i>First</i>	_____ <i>Middle</i>
_____ <i>Country of Residency</i>	____/____/____ <i>Birth Date</i>	_____ <i>Age</i>
Host Parent/Guardian name(s) _____		Telephone ____-____-____
Address _____		
Exchange Visitor Program Name _____		Telephone ____-____-____
Address _____		
Local Organizational Representative's Name _____		Telephone ____-____-____
E-mail _____		
Address _____		

STATEMENTS FROM THE LOCAL ORGANIZATIONAL REPRESENTATIVE (LOR)

Please read each statement and check each one of the corresponding boxes below. Sign and date at the bottom.

1. I am the authorized local organizational representative (LOR) of the exchange visitor program noted above in Montgomery County, Maryland. I have complied with the updated regulation of the U.S. Department of State and have undergone an annual criminal background check that is based on social security number and includes a search of the Department of Justice [National Sex Offender Public Registry](#). (Date of annual criminal background check ____/____/____)
2. I fully understand and comply with Montgomery County Public Schools (MCPS) rules and regulations including the Guidelines for the Admission and Enrollment of Exchange Students in MCPS.
3. I reside within 120-miles geographical radius of Montgomery County, Maryland and I understand that I must reside within this distance while serving as a LOR.
4. Exchange student is currently enrolled in a secondary school in their country of residency where they plan to graduate.
5. Exchange student school records from their country of residency indicate a B or better grade average.
6. Exchange student will have finished ____ years of schooling (starting in first grade) at the time of admission in MCPS, will not have graduated from high school, and is between the ages of 15 and 17 at the time of enrollment in MCPS.
7. Exchange student and host family are aware that exchange student is not eligible for a diploma, graduation, or credit evaluation from MCPS.
8. Living arrangements with host family is for the full duration of the stay.
9. Exchange student's academic performance can be characterized as: (check one) Excellent Good Fair Poor
10. Exchange student's English skills are sufficient to participate in the regular school program without ESOL support.
11. Exchange student is aware that they must comply with MCPS rules and regulations while attending school.
12. Exchange student and host family are aware that the exchange visitor program in MCPS is limited to two full academic semesters.
13. Exchange student will return to their country of residency after the completion of the academic program.
14. I will provide IAE with a copy of Federal Form DS-2019 before the exchange student is enrolled in MCPS. Exchange student may present this form at the time of intake at IAE.
15. The exchange visitor program I represent has complied with the obligation to obtain criminal background checks and review of the Department of Justice's [National Sex Offender Public Registry](#) for each member of the host family household (18 years or older) during the stay of the exchange student in that household as required by the U.S. Department of State. (documentation must be provided to MCPS)
16. Exchange student has not previously participated in an academic year or semester secondary school exchange program in the U.S. or attended school in the U.S. in either F-1 or J-1 Visa status.
17. The exchange visitor program I represent is currently approved and in full compliance with The Council on Standards for International Educational Travel (CSIET), and is listed on the CSIET J-1 full compliance Advisory List for the 20__ – 20__ school year.

Local Organizational Representative, Signature _____ Date ____/____/____

Exchange student's last name

First

Middle

SUPPORTING DOCUMENTATION TO BE INCLUDED WITH THE APPLICATION FOR ADMISSION OF EXCHANGE STUDENTS

1. Exchange student's profile containing biographical data; activities, achievements and interests; teachers' and counselors' comments in regard to exchange student's abilities, academic background, personality, etc.; school letter in regard to exchange student's behavior and ability to adapt to changes, and any other related information.
2. Exchange student's official school records from the two previous years, and the first semester of the current year (if applicable). Official school records must bear the official school stamps and the original signatures of the school principal/administrator. School records for the second semester of the current year may be presented during the intake interview. Official English translations are required if the original school records are printed in another language. MCPS does not accept school records presented on the exchange visitor program's forms.
3. Documentation indicating the exchange student's English proficiency when the exchange student's native language is not English. Exchange students are expected to perform successfully in school without any ESOL support. Examples of this documentation may include exchange student's written essays in English, teachers' affidavits and comments, etc.
4. Host family proof of bona fide residence in Montgomery County. If homeowner, copy of current property tax bill, if renter, current rental lease (if the original term of the lease is expired, a copy of the lease and current utility bill), or MCPS Form 335-74, Shared Housing Disclosure.
5. Documentation that Visitor Exchange Program is currently approved by CSJET and is listed as being in full compliance on the CSJET J-1 advisory list for the 20__-20__ school year.

PART II—INSTRUCTIONS FOR THE HOST FAMILY FOR THE INTAKE PROCESS AT IAE

Please call IAE for an appointment (240-740-4500) when the exchange student arrives. At the intake interview at IAE, the exchange student must be accompanied by a host parent/guardian and present the following documents:

1. Official school records for the current year not previously presented with English translation if official records are printed in another language; immunization records, and exchange student's passport and visa.
2. Copy of Federal Form DS 2019 issued by the U.S. State Department if not previously presented.
3. Legal Identification (with photo ID) from the host parent/guardian and proof of Montgomery County residency (see item 4 in supporting documentation section above) if not previously presented.
4. Confirmation of all adult (age 18 and older) host family members completion of MCPS current on-line training for Recognizing and Reporting Child Abuse. Please provide the names of adult (age 18 and older) host family members who will be completing the training: _____
5. Copy of Exchange Visitor Program exchange student ID card.

PART III—TO BE COMPLETED BY IAE STAFF

APPROVED

School Assigned _____ Telephone _____-_____-_____

Grade Placement Recommendation _____ (The stay of exchange students in MCPS is temporary and their school program should be aimed to expand their academic and cultural experiences. Exchange students are expected to graduate from the high school where they are officially registered in their country of residency).

_____/_____/_____
Signature, IAE Supervisor Date

INCOMPLETE

Please send to IAE the information requested below and/or the attached list as soon as possible

_____/_____/_____
Signature, IAE Supervisor Date

DENIED

Reason for denial _____

_____/_____/_____
Signature, IAE Supervisor Date