

PARKWAY CHRISTIAN ACADEMY

International Application Process Checklist

PCA Director of International Admissions: Troy Dixon
Contact: troy@parkwaychristianacademy.org ; (540) 982-2400

Deadline for application: July 15th.

PCA will charge a \$50 late fee after July 15th, plus an additional \$50 for each successive month after July 15th.

Step 1: Submit a completed Parkway Christian Academy International Application with a non-refundable application fee of \$200 to PCA. The application fee should be made payable to PCA (checks and credit cards are accepted). Please sign your statement of cooperation on page 3 & 4 of the application.

The student must submit the following documents with the PCA International Application fee:

INTERNATIONAL CHECKLIST

1. Affidavit of Financial Support (Bank Statement)- the statement must show that the student can pay for the tuition for the year.
2. Three years of academic records, transcripts, and grades (current school year and previous two years). Student should bring an official transcript to PCA upon arriving in the United States (an official transcript is not required before the first day of school)
3. Three years of discipline records (current school year and previous two years). If the has no discipline record, the previous school must write a letter to PCA on the student's behalf (on school letterhead). The letter must declare that the student is in "good standing" with the previous school.
4. Three years of attendance records (current school year and previous two years).
5. Copy of student's passport page showing birth date and picture.
6. Submit any standardized testing results (iTEP SLATE).
7. Medical records and Immunization records.
8. Notarized Guardianship Documentation (Documents must be signed and notarized by the student's parents).
9. Essay: Please submit a 500-word essay describing yourself and why you want to attend PCA. (THIS ESSAY MUST BE HAND WRITTEN BY THE STUDENT AND WITHOUT ASSISTANCE.)

STEP 2: Once the application, application fee, and all requested documents are received, the student will be interviewed by an PCA representative via Skype. If accepted, Parkway Christian Academy will send the financial contract via email to be signed and sent back. Once this is received and payment arrangements have been made through our Financial Administrator, Cheryl Turner, we will issue the I-20. The I-20 must be taken to the U.S. Consulate in the student's home country in order to apply for an F-1 (student) visa. If the student is already in the U.S., and has a current I-20, the student and the International Student Advisor need to fill out the I-20 transfer form.

STEP 3: All International students must purchase their own \$250,000 medical insurance policy that is rated for international students. All students must show proof of insurance in order to gain admittance to PCA. The policy should be purchased on a 10 month basis from August to May.

Step 4: The student must contact International Admissions at troy@parkwaychristianacademy.org to notify PCA of arrival date.

Step 5: Upon arrival, the student will need meet with PCA guidance department to determine his or her schedule and to turn in all original copies of notarized documents.

Step 6: The student will need to schedule a Virginia School Entrance Health Physical. Before attending Parkway Christian Academy , all international students must have a health physical completed by a person licensed to practice medicine in any of the 50 states or in the District of Columbia.