



# THE KNOX SCHOOL

## The Knox School Enrollment Instructions 2017-2018

*The Knox School is required by United States government regulations to obtain assurances of your family's ability to pay the cost of education at our school before we can issue the Certificate of Eligibility for Non-Immigrant Student Status (I-20 Form), which will allow you to apply for a student visa (F-1). All students staying at The Knox School are required to have an F-1 Visa. **Students who are United States citizens, who have a Green Card or a different immigration status because their parents are in the United States, may be exempt from this process.***

Before the I-20 Form can be issued from The Knox School, the following steps must happen:

1. Initial and Sign The Knox School's Enrollment Agreement. Submit a copy to the Admissions Office by the required deadline.
2. Submit deposit as stated on the Enrollment Agreement by wire transfer.
3. Provide an original Financial Affidavit to the Admissions Office. **The Financial Affidavit must show that you have enough funds in US dollars to cover your child's education at The Knox School. (See Below).**
4. Send a copy of the student's passport (if one has not already been submitted).
5. Complete the attached Visa Information for International Students Form on Page 2 of this letter and send the completed form back to the Admissions Office.

### **Instructions to Show Family Funds:**

**Send a Bank Statement** – An original bank statement showing sufficient funds in your family account to cover one year's tuition and fees in US Dollars.

**OR**

**Send a Bank Letter** – This letter must be an original printed on bank letterhead. **This letter must indicate the amount of money in the account, in US Dollars, and the date that the account was opened.** The letter must show that sufficient funds are in the account to support your child for a minimum of one year and that barring unforeseen circumstances; adequate funding will be available from the same or equally dependable source for additional years. The letter must bear the bank seal and be dated within 6 months of the first date of Attendance at The Knox School.



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## Visa Information for International Students

All students studying in the United States on a student visa are entered into an informational system called SEVIS (Student Exchange and Visitor Information System). In order to prepare your I-20, which will contain your SEVIS number, the following information must be completed and returned with a copy of your passport.

Your name as it appears on your passport:

\_\_\_\_\_

Your Homes Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Email Address: \_\_\_\_\_

Male \_\_\_ Female \_\_\_

Date of Birth: Month \_\_\_ Day \_\_\_ Year \_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Are you currently attending a school in the USA? \_\_\_

If yes, Name of current school: \_\_\_\_\_

Do you have an F-1 Visa? \_\_\_\_\_ Or a J-1 Visa? \_\_\_\_\_

*If you currently have an F-1 Visa because you are attending a school in America, please complete the F-1 Transfer Verification Form on the page 3.*

Do you have plans to attend a Summer Program in the United States? \_\_\_

If yes, Name of Program? \_\_\_\_\_



## F1 Transfer Instructions

If you are transferring to The Knox School from another school in the United States of America and you have an F-1 visa, you must follow the guidelines listed below:

1. Notify the school you currently attend that you wish to transfer to The Knox School. Ask the International Student Advisor to:

a. Complete the Transfer Verification Form (Page 4) and return to The Knox School

2. I will need the following documents before an I-20 can be issued from The Knox School:

a. A copy of your passport

b. A copy of your current I-20

c. The completed Transfer Verification Form (page 4)

d. A completed Enrollment Agreement

e. The Enrollment Deposit

f. The Financial Affidavit (as described on page 1)

*The Knox School cannot issue the I-20 form until your current school enters the “Transfer Release Date” into SEVIS.*



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## F1 Transfer Verification Form

Please complete the top part of this form and have the International Student Advisor at your current school complete the bottom section.

### TO BE COMPLETED BY THE STUDENT

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

I grant permission for the information requested below to be forwarded to The Knox School.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### TO THE DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student has been admitted to The Knox School (SEVIS School Code: NYC214F00129000). In accordance with pertinent INS regulations, we request that you confirm this student's status at your school so that we may process a transfer in SEVIS.

Student's SEVIS ID Number: \_\_\_\_\_

What is the student's Transfer Release Date in SEVIS? \_\_\_\_\_

To the best of your knowledge, is this student currently in status? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

Is/was this student pursuing a full course of study? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of DSO \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of DSO \_\_\_\_\_

Name and Location of Institution \_\_\_\_\_

Please return this information to:

John Ettore

The Knox School Office of Admission

541 Long Beach Rd. St James, NY 11780

Or by email to [jettore@knoxschool.org](mailto:jettore@knoxschool.org)