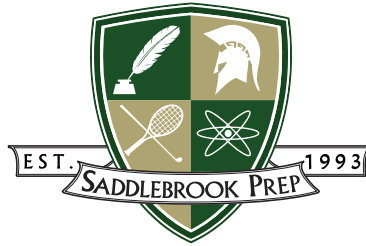


SADDLEBROOK PREPARATORY SCHOOL  
ADMISSIONS PACKET



Dear Family of Prospective Student:

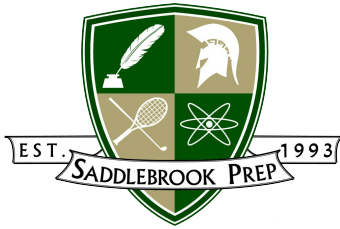
I am honored that you are interested in Saddlebrook Preparatory School. Saddlebrook Prep is an accredited college preparatory school designed with a holistic mission of delivering an outstanding academic preparation, while students are engaged in intensive athletic training through either the Saddlebrook Tennis Academy or the Saddlebrook Golf Academy. We understand the importance of a quality education as well as the demands of athletic training on our youth. Saddlebrook Preparatory School is uniquely designed to provide an optimal experience in both of these important areas. Small class sizes, highly trained faculty and plenty of personal attention allow us to maximize the benefit of each student's academic time.

Additionally, juniors enjoy world-class golf training on our 2 Arnold Palmer designed signature 18-hole golf courses and tennis training at our 45 court facility, which includes all 4 Grand Slam surfaces, from a professional and highly accomplished coaching staff. Our faculty and coaching staff is committed to the success of every student, both academically and athletically.

Please take some time to review our website, [www.saddlebrookprep.com](http://www.saddlebrookprep.com), which will answer many of your questions. Should you have additional questions, or if you would like more information on a certain area of your program, please do not hesitate to contact our admissions office. I would also like to invite you to set up an appointment to come see the campus, tour our facilities and meet some of our faculty and coaching staff. Our breathtaking campus is located on Saddlebrook Tennis and Golf Resort just North of Tampa, Florida. We look forward to your visit and the opportunity to share with you more details of our unique school.

Sincerely,

Deanna Garrett  
Head of School



## ADMISSION

Admission to Saddlebrook Preparatory School is based on a review of each applicant's prior academic and athletic records. To apply to Saddlebrook Preparatory, please complete the following steps:

1. Complete and submit the Application for Admission and mail it with the \$250 application fee made payable to Saddlebrook International Sports
2. Submit complete transcripts (in English) for each Middle and High School attended (Grades 7-12) as outlined below.
3. Submit a letter of recommendation from an athletic coach.
4. The Saddlebrook Preparatory School's "Head of School Recommendation" form must be completed by your current school's Principal, Dean or Guidance Counselor and submitted by that person to Saddlebrook Prep.

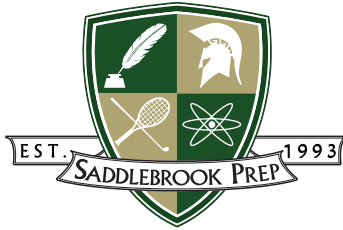
Questions about the admissions process can be addressed to:

Ms. Donna Claggett  
Administrative Manager  
Saddlebrook Preparatory School  
5700 Saddlebrook Way  
Wesley Chapel, FL 33543

Phone: (813) 907-4515

Fax: (813) 991-4713

E-Mail: [dclaggett@saddlebrook.com](mailto:dclaggett@saddlebrook.com)



## APPLICATION FOR ADMISSION

### APPLYING STUDENT INFORMATION

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Grade level applying for: (circle one) 2 3 4 5 6 7 8 9 10 11 12 Post Graduate    Date I would like to begin training at Saddlebrook: \_\_\_\_\_

Select one:  Male  Female |  Boarding\*  Nonboarding |  Golf  Tennis  Academics Only  Laurel Springs Online  Premium Tennis

*\*NOTE: Boarding may not be available under grade 7*

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\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Country

\_\_\_\_\_  
Zip/Postal Code

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Student E-mail Address

\_\_\_\_\_  
Country of birth

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

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Age

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Present Grade

\_\_\_\_\_  
Current Date

### PARENT OR GUARDIAN INFORMATION

---

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Address (if different from student)

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
E-mail

*Parent or Guardian Information continues on next page*

**A NON-REFUNDABLE APPLICATION FEE OF \$250.00 MUST ACCOMPANY EACH APPLICATION**

## PARENT OR GUARDIAN INFORMATION *(continued)*

Father's Name \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

Business Telephone \_\_\_\_\_

Name of Company \_\_\_\_\_

Business Fax \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail \_\_\_\_\_

Marital status of parents:     Married  Separated       Divorced       Widowed

Does the child live with both parents:     Yes     No

Parent or Party Responsible for Payment: \_\_\_\_\_

Address Bills to be Sent: \_\_\_\_\_

## BROTHERS & SISTERS

Name	Age	School attending
------	-----	------------------

Name	Age	School attending
------	-----	------------------

Name	Age	School attending
------	-----	------------------

## PREVIOUS ACADEMIC EXPERIENCE

Name and address of the two most recent schools attended.

1.	<div style="font-size: 1.2em; margin: 0;">/ / - / /</div> Dates attended
	Grade level completed

2.	<div style="font-size: 1.2em; margin: 0;">/ / - / /</div> Dates attended
	Grade level completed

## GENERAL INFORMATION

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How did you hear about Saddlebrook Preparatory School? \_\_\_\_\_

Does your child carry a United States passport?     Yes     No                      Is English your child's first language?                       Yes     No

What special abilities does your child have (athletic (other than golf or tennis), academic, musical, artistic)?

Does your child have a health or learning problem which would influence his/her performance in the classroom or in athletic training or behavior?

Yes     No    If yes, please explain. \_\_\_\_\_

Has your child ever been placed on academic or disciplinary probation, suspended for more than one day, or been expelled from school.                       Yes     No

If yes, please explain. \_\_\_\_\_

## STUDENTS PERSONAL COMMITMENT

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I hereby apply to Saddlebrook Preparatory School and, if accepted, I agree to abide by the Saddlebrook Prep Handbook and Student Code of Conduct, including:

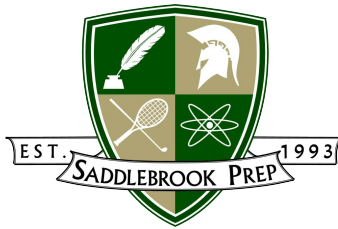
1. To refrain from use of alcohol, tobacco or illegal drugs;
2. To treat my classmates, the staff and all people at Saddlebrook with courtesy, dignity and respect and to refrain from language or conduct which may bring myself or Saddlebrook into disrepute;
3. To follow the rules of good sportsmanship and to represent myself, my school, and my coaches honorably and with pride;
4. To comply with Saddlebrook Prep Dress Code;
5. To apply myself with diligence and dedication to become the best student, best athlete and best person I can be, and to attain the goals I have set for myself.

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Signature of Student/Athlete

Date





Dear Applicant:

Thank you for giving Saddlebrook Preparatory School the opportunity in assisting to further your child's academic education. It is important to note that while your child is attending Saddlebrook Preparatory School, he or she will be following a curriculum that is based upon the Florida Sunshine State Standards. These standards have been developed in order to ensure that every student has met all academic requirements and has successfully completed all the necessary course work, before receiving a Standard High School Diploma that would assist him or her in gaining admission to an accredited College or University.

In an attempt to ensure that your child is provided with the appropriate course work needed to satisfy his or her secondary school academic requirements towards obtaining a Standard High School Diploma, and to provide him or her with initial eligibility certification as a prospective student-athlete wishing to compete as a freshmen at NCAA member institutions offering Division I or II athletics, there are several documents that are required to be submitted to the Office of Admissions of Saddlebrook Preparatory School - 5700 Saddlebrook Way, Wesley Chapel, Florida 33543-4499.

**Out-of-State Students-Athletes must submit:**

- Official transcripts from all educational institutions the student has attended. Please make a list of all schools and contact the Office of Admissions, Registrars, or Records Department in each of the school. Transcripts should display official signatures and seal of the submitting school.
- Each Secondary – School Course that the student has taken must have the course name, the course hours or minutes, and course credit achieved.
- Transcripts must also indicate State and/or School Standardized Examinations that the student has taken.

**Foreign (International) Student-Athletes must submit:**

- Original academic records (or certified [attested] copies of the original documents) and certified, literal English translations for records not originally in English sent (not faxed). Please note that detailed and complete records are required: Official records from all secondary and/or middle school attended. This includes any secondary and/or middle school coursework completed.
- Academic records should show individual subjects studied, title of the subject (no course code or abbreviation), course hours and/or student hours achieved or completed in each course or subject, and the grades or marks received. Please note that if middle school or secondary school academic records do not clearly indicate the course or subject studied or their content, school syllabi of courses or descriptions of the curriculum must accompany the records, as well as official student attendance records with corresponding student schedules. In addition, any standardized examinations that the student has taken must also be submitted.

SADDLEBROOK PREPARATORY SCHOOL



- **Literal English Translation Required:** If the academic record is not in English, translation must be sent in addition to, not in lieu of (not in place of), the original record. The translation should be a literal translation, not an interpretive translation. Any transcripts, certificates, translations, or examinations results that appear to have been altered or are irregular will be forwarded to the appropriate country's school authorities or examination board for verification.
- All international student documents should be sent to the Office of Admissions of Saddlebrook Preparatory School by postal mail or express delivery (such as FedEx).

**Acceptable Photocopy Procedures:** If your original academic record is difficult to replace, the registrar, or other record keeping school official from the original issuing institution should make a photocopy of the student's record and certify that it is the true copy of the original. This is done by placing the institution's official seal or stamp and the signature of the certifying official on the document after photocopying it (Please do not send difficult-to-replace original documents). Records certified by lecturers, professors, tutors, or any other school official who does not hold primary responsibility for maintaining the academic records will not be accepted.



## HEAD OF SCHOOL RECOMMENDATION FORM

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Is applying for admission to The Saddlebrook Preparatory School in Grade \_\_\_\_\_. This student has been asked to obtain a statement of recommendation from you. We have designed this form to facilitate this process. Your candid estimate of the applicant will be of invaluable assistance to the Admissions Committee. This information is confidential and will not be released to anyone.

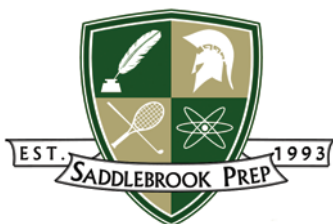
	Outstanding	Excellent	Above Average	Average	Below Average	Not Applicable
Potential						
Attitude						
Participation						
Achievement						
Personality Traits - Sense of Humor						
Reaction to Criticism						
Self-confidence						
Concern for Others						
Reaction to Setbacks						
Standards of Personal Conduct						
Standards of Personal Integrity						
General Emotional Stability						
Self-discipline						
General Level of Maturity						
Initiative and Drive						

Please provide your assessment of the student's integrity: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**SADDLEBROOK PREPARATORY SCHOOL**





## FREQUENTLY ASKED QUESTIONS

### ADMINISTRATION

**1. *Why is a minimum balance required for the personal account?***

The personal account, in addition to being a source of funds for various activities, acts as a deposit against damage.

**2. *Is transportation available from the Tampa airport and the Orlando airport?***

Resort Shuttles provides daily service to and from the Tampa Airport. Parents or students should contact the school office to make arrangements. Transportation to and from the Orlando or other airports is not usually provided except in certain instances (unaccompanied minor requirements). 48 hours notice is required and an additional fee will be assessed for this service.

**3. *Does my child need health insurance?***

Health insurance is not a requirement, but is highly recommended. Please note that many physicians and pharmacies require payment in full at the time service is rendered. Completing insurance forms is the parent's responsibility.

**4. *What are the criteria for choosing resident assistants?***

Applicants go through a multi-tiered process to determine their maturity, sense of responsibility, and ability to relate to children. A background investigation is conducted on all prospective boarding staff.

**5. *What are the acceptance criteria for a prospective student applying to Saddlebrook Preparatory School?***

Applicants must not have a history of significant disciplinary problems, poor grades, or special educational needs which the school is not equipped to handle. Additionally, students must possess a level of achievement in golf or tennis.

**6. *May parents rent housing for the school year?***

Yes. Saddlebrook has condos for lease through the Lakeside Village leasing office (ext. 4755). Parents may also purchase property or rent houses through the Saddlebrook Real Estate Sales office (ext. 4590).

**7. *Can my child attend Saddlebrook Preparatory for one semester?***

These requests are handled on an individual basis through the Administrative Manager's office.

**8. *Is there a payment plan for the school year fees?***

Students enrolled for the full school year are billed in three installment payments. Contact the Administrative Manager for details about the program in which you are planning to enroll.

**9. *Do International students need a student visa to attend Saddlebrook Preparatory School?***

Yes. The I-20 Forms are issued by the Administrative Manager. International students must provide a copy of their passport and a letter of financial support from their bank. Detailed instructions will be provided to make an appointment at the nearest U.S. Embassy to your home.

## ACADEMICS

1. *Is the school accredited?*

Saddlebrook Preparatory is dual accredited by the Southern Association of Colleges & Schools (SACS) and the Florida Council of Independent Schools (FCIS). This requires all staff to meet certification standards, facilities standards, curriculum standards and other programs must meet certain qualifications. SACS/FCIS sends a visiting team to schools every five years to ensure standards are maintained.

2. *What is the student/teacher ratio at the school?*

For the 2017 - 2018 Academic Year, the ratio was 8 students per 1 teacher.

3. *Can my child receive scholastic aptitude test (SAT) preparation?*

A preparation course can be taken by students for semester one of their senior year. Tutoring is available in the afternoons at an additional cost.

4. *English is not my child's first language, how will this affect him in school?*

Saddlebrook teachers are experienced in working with students who do not speak English as a first language. SPS subscribes to Classroom English Immersion, through a three-pronged approach for English Language Learners. We use teacher instruction, SuccessMaker software, and Rosetta Stone software in our self-contained ESOL learning lab to assist international students with their English language acquisition.

5. *What type of college placement counseling is offered?*

Each Junior and Senior will have the following opportunities available to them through the College Planning and Placement Team (CPP): Group seminars with the CPP Team covering all aspects of college application and admissions. Information on any University/College is available through computer on-line services, video, and printed catalogues. One-on-one assistance from the Guidance Counselor is provided, which covers all aspects of application and admissions. Compiling a "college file" complete with letters of recommendation and copies of all correspondence. The CPP Team has a network of contacts at colleges throughout the country. All students will have a college pathway plan created for them, through our counseling office.

6. *How does my child learn about college scholarships?*

There are a wide variety of scholarships available. Scholarship information is received and posted in the Guidance office. The school receives information from local, state, and federal agencies, private organizations, foundations, etc. The golf and tennis coaches assist students with college scholarship opportunities and placement.

7. *Is an absence due to tournament play considered "excused?"*

The student must notify the Director of Curriculum and/or the Headmaster, preferably in writing, prior to being absent. Students will be given a goldenrod to take around to each teacher and have them sign the form. Plans for making up missed work must be established prior to the absence. (See absence policy for additional information.)

8. *How can my child register for the SAT, American College Test (ACT) or Test of English as a foreign language (TOEFL)?*

Students must complete an online registration and ask for assistance from the Guidance Counselor. The Guidance Office will assist with the scheduling of these exams for juniors and seniors.

9. *Will my child need a laptop computer?*

Yes. Saddlebrook Prep is a laptop school on a wireless network system. Information on hardware and software specifications are available from the school office, in the student handbook, and online. New requirements for student laptops went into effect for the 2015 - 2016 school year. All students are to have their laptops insured, and protection plans are highly recommended. International students are to purchase laptops from a third-party retailer inside the United States to insure compatibility with the SPS network, and have Microsoft Windows operating systems with Microsoft Office installed. All laptop language settings must be set to English during school use.

10. *Are academic courses available in the summer?*

Yes. International students must have been enrolled in the previous school year to be eligible for summer academics.

## DAILY LIFE

1. *What will happen if my child misbehaves?*

Misbehavior while attending academic classes is handled through the Headmaster's office. Each student will receive a Student Handbook, which outlines rules and possible consequences. Parents will be notified when serious infractions occur.

2. *Can my child have a car while attending Saddlebrook Preparatory? How will its use be controlled?*

Boarding students are not allowed to have cars or any other motorized vehicle. Properly licensed non-boarders are permitted to drive their car to school, however, they may not take any student passengers without parental and Headmaster permission prior to the transport.

3. *What do students do on the weekends?*

Saddlebrook Preparatory schedules tournaments on most weekends. Additionally, field trips are also scheduled. Students may also use the time to do schoolwork, laundry, etc. Students also "get together" to go to the movies, mall, beach, etc. Students may sign up for trips to Disney, SeaWorld, other local attractions and for special events. All off-property boarding trips are arranged through the Student Services Coordinators.

4. *Can my child come home on the weekends?*

Yes. Written plans should be provided to the Headmaster's Office 24 hours in advance.

5. *How do students make special purchases such as clothing, school supplies, etc.?*

There are planned weekly shopping trips to a local mall and/or shopping center. Any online purchases are delivered to the school's front office.

6. *Should my child have a credit card?*

For use in emergencies, it is recommended that all boarding students have a credit card or card number on file in the Administrative office. For safe keeping, it may be maintained in the safe deposit box.

7. *Can Saddlebrook Preparatory provide driving instructions for my child?*

Saddlebrook Preparatory does not have the resources to provide instruction to students seeking driving training.

8. *Can Saddlebrook Preparatory provide transportation for my child to make the drug/alcohol training and education course required by the State of Florida before students may apply for a driver's license?*

Saddlebrook Preparatory cannot provide the transportation, but students and parents may arrange for the student to take the class online.

**9. *How are travel documents (tickets, passport, etc.) secured?***

International students must turn in passports, I-20s, and airline tickets to the Administrative Manager's office. These are secured in the safe until the student requires the documents. U.S. students may also request that certain documents (airline tickets, passports, etc.) be secured by the school. It is the responsibility of the student to turn these documents in for safe keeping.

**10. *What happens if my child becomes ill or is injured?***

Non-emergency doctor's appointments for Boarding Students are handled through the School's Administrative Assistant or Student Services Coordinators. Parents will be notified of the appointment. Parents of non-boarding students are required to make arrangements for non-emergency medical appointments. Saddlebrook Resort Security employees are "First Responders" who are trained to deal with medical emergencies. They may be contacted from any resort phone by dialing ext. 4911 or the operator.

**11. *Can Saddlebrook Preparatory accommodate special requests for roommates (i.e.: English-speaking only, age, tennis/golf only)?***

Every attempt will be made to accommodate special requests. However, several factors determine room assignments, and in certain cases, special requests cannot be met. The Director of Curriculum and Student Services and the Student Services Coordinators are available to discuss special concerns of students and parents.

**12. *Can my child stay in the boarding and athletic program during an official school break?***

Most students travel home during break periods. They are required to pack up their belongings which are stored at the school. Parents may make reservations for their children to stay in the tennis and golf camp programs at a discounted student rate. Payment arrangements must be made in advance through the school office. Students may be required to move to a different room over the break period.

**13. *Can my child get money from their personal account?***

Boarding students can sign up for a maximum of \$50.00 cash allowance weekly. Students must sign up for allowance by Tuesday of each week. Allowance is distributed on Thursday at lunch in the school cafeteria. If a student needs additional funds, we must receive written parent authorization two days prior to the date distributed.

**14. *Where can parents stay when they visit their children at Saddlebrook Prep?***

Parents can arrange accommodations at a discounted rate through the Saddlebrook Resort Reservation office (813) 907-4100. Reservations must be made in advance and a credit card is required to confirm the reservation.

## **ATHLETICS**

**1. *Can a child be part of the tennis or golf program without being enrolled in the school?***

Students in all grades must be enrolled in Saddlebrook Preparatory School. Programs for younger students and previously graduated students are also available.

**2. *Can my child take private lessons?***

Private lessons are arranged through the Administrative Manager and charged to the personal accounts. The school offers students special discounted rates. (For further information, see the policy regarding private lessons.)

3. *How is my child's progress monitored?*

Periodic evaluations covering a wide range of areas are completed. Copies of these are sent to parents and given to the students. Tennis also implemented the computer program Tennis Learning Management System (Tennis LMS). This innovative program is used for monitoring the progress of the student athlete including match analysis, video analysis and daily instruction logs by our coaching staff. Students and parents have secure pass codes to their child's athletic records through Tennis LMS..

4. *How does my child enter tournaments?*

A tournament schedule is available through the Tournament Coordinator's office. Golf entries are handled in the Golf office. Tennis entries are handled through the Tournament Coordinator's office. Credit card information is required to be kept on file in the Tournament Coordinator's office for tournament entry fees.

5. *What is a typical day like in the boarding program?*

**All Students:**

6:30am - 7:15am	Breakfast
7:25am - 12:05pm	Academics
12:05pm - 1:00pm	Lunch

**Tennis Students:**

1:00pm - 4:30pm	Tennis
4:00pm - 5:00pm	Fitness

**Golf Students:**

1:00pm - 5:00pm	18 Holes completed
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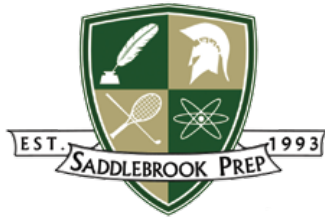
Or

1:00pm - 5:00pm	Range Short Game Practice, Full Swing, Possible Video, Lesson and Fitness
-----------------	---

**All Boarding Students:**

5:30pm - 7:00pm	Dinner
7:30pm - 9:00pm	Study Hall (Monday, Tuesday, Wednesday - Mandatory)
9:30pm	Curfew
10:15pm	Bed Check/Light Out





## VISA AND I-20 INFORMATION

By Law, an F-1 student visa is required of all international students pursuing formal study in the United States. In order to obtain an F-1 visa, a student must be issued an I-20 form by an accredited school approved by the U.S. Immigration and Naturalization Service. Saddlebrook Preparatory School is approved to issue the I-20 form to Saddlebrook Preparatory students pursuing formal study.

Prior to issuance of the I-20 form, U.S. immigration law requires that the school verify the student has sufficient funds to finance their studies. An official bank letter must be provided to the school clearly stating that you have the funds to pay for your entire enrollment at Saddlebrook Prep. In addition you must pay a \$5,000.00 deposit to the school to guarantee your place for the next school year. This deposit will be due in April. Also, tuition must be paid in advance of each semester to maintain your enrollment status at Saddlebrook Prep.

Translated transcripts must be provided to the school prior to your acceptance at the school. Also, a copy of your passport showing your name, citizenship, passport, and expiration date should be submitted prior to obtaining an I-20. Note: Permanent Residents must provide a copy of I-551 registration cards (front & back). However, permanent residents do not need an I-20 form or F-1 student visa status.

SEVIS (Student Exchange Visitor Information System) is the computer system used by immigration to track International students. If you are transferring from or to another school in the United States you must transfer your SEVIS I-20 record from one school to the other. This includes transfer from Saddlebrook Prep to a College in the USA.

### WHAT YOU SHOULD DO:

1. Obtain a passport from your government. (While in the United States, your passport must always be valid for at least six months into the future.)
2. Obtain an I-20 form from Saddlebrook Preparatory. Carefully read the information on pages 1 and 2 of your I-20 form. The "Instructions to Students" section on page 2 is very important because it explains your responsibility while you are an F-1 student in the U.S. Sign your name at the bottom of page 1, and write your address in your country and your new address in the U.S. (5700 Saddlebrook Way, Wesley Chapel, FL 33543).
3. Document financial resources available to you in the U.S. (a bank statement or letter from your bank indicating money on deposit; proof of parent's net worth; and letters of support from your family or sponsors). This financial documentation is evidence that you have enough funds to cover the cost of tuition and living expenses while in the U.S.

4. Take the following documents to the United State Consulate or Embassy closest to your home:
  - A. Your passport.
  - B. A passport-sized photograph.
  - C. Your I-20 form from Saddlebrook Preparatory School.
  - D. Evidence of financial support (see item 3 above).
  - E. Evidence that you will return home after you study in the U.S. (this can be documentation of a job, family ties, property, and airline ticket showing a prepaid return flight, etc.)

If your papers are accepted by the U.S. Consular official, you will be issued an F-1 visa. The visa stamp will allow you to enter the U.S. to study at Saddlebrook Preparatory School.

If you are applying for a visa less than 3 weeks before departing for the U.S., it may also be helpful to bring your airline ticket to the Consulate or Embassy to show your departure date to demonstrate the need to rush your application.

### TRAVEL TO THE USA:

1. Keep your passport and I-20 form with you. Do not pack them in your suitcase.
2. You are not allowed to arrive in the USA more than 30 days in advance of the start of your program.
3. When you arrive in the U.S., your arrival documents will be examined and processed by BCBP (Bureau of Customs and Border Patrol) at the point of entry. The officer will return the I-20 and passport to you.

### ARRIVAL AT THE SCHOOL:

1. You must be registered at the school within the first 30 days of your program each semester.
2. Each semester when you arrive at school you must check in with the DSO (Designated School Official) for International students. You must present your stamped I-20, and passport with F-1 visa for registration into SEVIS.
3. If you have received any verbal or written instructions at the Embassy or port of entry, report them immediately to the DSO upon your arrival at the school. 30 Day notices for lost I-20's must be processed immediately upon your arrival at the school.
4. You must report change of address (USA address and International home address) within 10 days. This information must be entered into SEVIS.
5. Do not leave the country without checking with the DSO. You must report your travel and make sure all your documents are in order for reentry to the country prior to leaving the school. Make sure your I-20 has been signed on the second page.
6. Keep your passport valid. Be aware of the expiration dates at all time for your F-1, I-20 and passport. You will be considered out of status if any documents expire. See your DSO at least 30 days in advance of any expiration dates.

## REGISTRATION FOR CONSECUTIVE SCHOOL YEAR:

1. In April (4th quarter) you must advise the school if you plan to withdraw or return for the next school year. A deposit for the next school year is due at the time along with an official bank letter stating that you have sufficient funds to pay for the school year. If you do not finalize your plans to return for the next school year your I-20 status will be withdrawn at the end of the school year.
2. Be aware; that to be eligible for summer break in the US you must have been enrolled for both the fall and spring semester and have plans to attend a school in the US in the fall.