



## DIOCESE OF DAVENPORT

### International Student Services Office

780 W. Central Park Ave. Davenport, IA 52804

563-888-4239 ■ 563-324-5842 fax

[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

Website:

<http://www.davenportdiocese.org/faithform/ffinternationalstudentspg1.htm>

Dear prospective student and family:

We are glad you have chosen one of our diocesan school to attend for your education. As prospective I-20 (F1) student you will need to do the following:

- Contact the school of your choice and complete the interview process
- They will give you and me an acceptance letter
- Background check will be done on your host family (non-family members excluded)
- Complete the documents in this packet, include supporting documents (bank statement and check or money order for \$475 payable to the Diocese of Davenport) and send to me at your earliest convenience.
- New requirement is the student needs to obtain medical insurance. We recommend [www.estudentinsurance.com/international-student-health-insurance](http://www.estudentinsurance.com/international-student-health-insurance). The student will need to provide proof of insurance coverage before an I-20 will be issued.
- It will take me 2-5 days to complete the process and send you your documents

New Policy:

- A background check (non-family members only) will be completed before an I-20 will be issued, if the background check clears the process for the I-20 will be granted. If the background check does not clear, you will be contacted immediately.
- Proof of medical insurance on the student.

We welcome you to the Diocese of Davenport!

Sincerely,

Virginia Trujillo  
PDSO International Student Advisor  
Diocese of Davenport  
780 W. Central Park Ave.  
Davenport, IA 52804  
563-888-4230  
[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)



## **Diocese of Davenport**

### **International Student Services Office**

#### **How to Apply for F1 status/I-20**

The Diocese of Davenport is approved to issue I-20's for International Students wanting to attend Catholic schools in Grades Kindergarten – 12.

Several events must take place before a foreign student may attend a U.S. school. These events start before the student arrives in the United States. Application steps include:

- The potential non-immigrant student applies to the SEVIS – approved school by contacting them and setting up an interview and filling out an application for the school
- The school determines if the student fully meets their admission requirements academically
- Each school that accepts a student will provide the student and our office with an acceptance letter.

If the school admits the student, as PDSO we are required by regulation to record specific biographic and financial information about the student in SEVIS that will be necessary to issue a Form I-20.

Prospective non-immigrant students who are not in the U.S. must apply to the local U.S. consulate for an F-1 visa exempt. This requires a visa interview. The student must bring several items to the interview.

- The signed Form I-20 from the school the student plans to attend
- Evidence that the SEVIS I-901 fee has been paid
- A signed passport, valid for at least six months after the date of entry into the United States
- A Form DS-156, Non-immigrant Visa application with photo
- A Form DS-157A, Supplemental Non-immigrant Visa Application
- A Form DS-158A, Contact information
- Transcripts and diplomas from previous institutions
- Scores from standardized tests, such as the English Proficiency, TOEFL, SAT, GRE, and GMAT
- Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study

We have a procedure that needs to be followed in order to be issued an I-20 with the Diocese of Davenport.



## Diocese of Davenport

### International Student Services Office

#### *Procedure to follow when applying for an I-20 with the Diocese of Davenport*

1. Contact the school where you are interested in attending to see if there is room for the grade you will be entering.
2. Our schools require a phone interview or a person-to-person interview
3. You need to get academic acceptance from the school before downloading the forms that are required to issue an I-20.
4. Notification needs to be given to the Diocese of Davenport, attn: Virginia Trujillo, either by yourself or principal upon your acceptance with an Acceptance Letter.
5. A background check will be run initially on any non-family member host families (form included with packet)
6. In this packet you will find all the documents we require to be filled out. You will also have to include supporting documents: Bank statement on the parents in their home country on bank letterhead and in US Dollars.
7. After forms are filled out completely and you enclose a check or money order for \$475 please send to the Diocese of Davenport Attn: Virginia Trujillo. Once the documents are reviewed, and then an I-20 will be issued. Virginia Trujillo will send the I-20 and Declaration of Finances to the address of your choice (U.S. or Home Country), please include. There will be a mailing fee if we have to mail the I-20 out of the U.S. Items that should be included in this mailing to the Diocese of Davenport are listed below:
  - a. Acceptance Letter
  - b. Application for Admission
  - c. Declaration of Finances
  - d. Bank statement of family account
  - e. English Proficiency Test – evaluation page from the internet or circled original test
  - f. Standards of Conduct
  - g. Cashiers Check or Money Order for \$450 in US dollars made payable to: Diocese of Davenport
  - h. Copy of Visa – if they have one
  - i. Copy of I-94 – if they have one
  - j. Copy of Passport – if they have one
  - k. Certificate of Health (3 pages)
  - l. Medical Release
  - m. Medical Treatment Consent
  - n. Two (2) English Teacher Recommendation Forms
  - o. Profile: Student Letter
  - p. Transcripts from last school attended (in English) – if they are a transfer student
  - q. Liability Release Agreement
  - r. Parent Consent
  - s. Permission to Travel
  - t. Profile: Parent Letter
  - u. Photo Release
  - v. High School Driver's Education Permission (if this applies)
  - w. Travel Authorization



## **Diocese of Davenport**

### **International Student Services Office**

- x. If parent is not in the U.S. please provide a written, signed and dated letter of intent from the guardian of the student stating that they will be responsible for all academic costs and any other costs that would be needed while the student is attending our school, including costs for medical emergencies. Please include name of guardian, address, phone, student name and school name and city on the letter of intent.
- y. International students are subjected to the immigration regulations of the U.S. Department of Justice
- z. Request for Release of SEVIS Data for Seniors Only
- aa. Rules for Students and Parents
- bb. Terms of Participation in the Diocese of Davenport Program

You must complete all steps of the admission procedure, including those listed above, before the Diocese of Davenport can issue an I-20 form, as required by the United States government before it will grant a student visa.

If all these items are not received, it will delay the process of issuing the I-20.

Send application, forms, supporting financial documents and \$475 money order/cashiers check (NO CREDIT CARDS) to:

Virginia Trujillo, PDSO  
Diocese of Davenport  
International Students Services Office  
780 W. Central Park Ave.  
Davenport, IA 52804  
Tel: 563-88-4230  
Fax: 563-324-5811  
Email: [Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

Students must pay the I-901 fee prior to applying for a visa and may prove payment of fee by:

- A receipt printed when paying on the Internet at <http://fmjfee.com> with a credit card
- A receipt from Western Union when using the Western Union QuickPay option
- A Form I-797 receipt mailed

The student is required to pay only one SEVIS fee – not one fee per Form I-20.



## DIOCESE OF DAVENPORT

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[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

Website:

<http://www.davenportdiocese.org/faithform/ffinternationalstudentspg1.htm>

### Host Family Background Check Release Forms

(Each adult living in the prospective host family home must complete a separate form.)

Dear Host Family Member,

Thank you for your willingness to host an international student in your home. The U.S. Department of State is now requiring all U.S. student organizations to complete a background check on all adults (18 or over) living in the host family home. To do so, we must have the following information and approval from each adult member living in your home. Additionally, if an adult child returns home during the hosting experience, we will need to do a Background Check on that person as well. Please let the PDSO at the diocesan office know if this occurs.

Background Checks will be done by the Diocese of Davenport International Student Office and will be held in strict confidence. In the event there is a concern on the background check, the PDSO and/or Superintendent of Schools will contact you for a private consultation. Please be assured that all information provided to the school and diocesan office by adult family members and all information received in the Background Check will be held as confidential by our staff.

Required forms to be signed and filled out:

- This cover letter
- Acknowledgement and Consent Form
- Authorization for Release of Department Adult Abuse Information
- Authorization for Release of Child Abuse Information

When you have completed all the required packet forms, please send them to my office. If we find any problems with the background checks we will contact you about our decision to move on with the processing of the I-20 documentation. We reserve the right to deny a student being put into your care if we find reasonable cause.

The background check needs to be done on any non-family host family member. If a child moves to another host family another background checks needs to be completed on that family before the move can take place.

Sincerely,

Virginia Trujillo  
PDSO International Student Advisor

I hereby authorize the Diocese of Davenport to obtain any and all background checks as required by the U.S. Department of State to confirm my eligibility to host an international student. In the event that it is necessary, I authorize the Diocese of Davenport and our schools to share the findings of the background check(s) with the student, his/her natural parents, or family contact.

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Signature

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Date

## Acknowledgement and Consent

Full Legal Name (**print**) \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

The Diocese of Davenport call for background checks (investigative consumer reports), as deemed appropriate, for some serving as host families. Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize an investigative consumer report, to be conducted if deemed appropriate by the Diocese or entities noted below. Public records may be used in this report, such as civil and criminal records and driving records as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report. I release the Diocese of Davenport or school, and their agents from liability associated with obtaining that inquiry.

This consumer report will be used for host family selection purposes and may be subject to the Fair Credit Reporting Act. I may receive a free copy of this report. Before any adverse action is taken based on this report I will receive a copy of the report and notice of my rights under the FCRA.

Mindful of the importance of protecting children, the undersigned acknowledges a truthful response to the questions below. I understand that past violations would not necessarily preclude the hosting of an international student.

1. Have you had any convictions other than a traffic violation? Yes ☐ No ☐

2. Social Security Number (print clearly) \_\_\_\_\_

3. Please provide the following:  
a) Your addresses for the past 7 years.

Current (print): \_\_\_\_\_

Past (print): \_\_\_\_\_

b) Two references who can address your work with children (include name, address & phone) **PRINT PLEASE**

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

4. Maiden name and any other aliases (print) \_\_\_\_\_

5. **Attach a copy** of 1) your driver's license/photo id

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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### To be completed by entity personnel

Person representing the entity: Virginia Trujillo – PDSO for International Students

Entity responsible for payment: International Student Office

## Authorization for Release of Dependent Adult Abuse Information

This form must be used to authorize release of dependent adult abuse information when the person requesting the information does not have independent access to it in Iowa law. Complete a separate form for each person about whom information is requested. Send the original to the Central Abuse Registry, Iowa Department of Human Services, 1305 E Walnut Street, 5th Floor, Des Moines, IA 50319-0114 or fax to 515-242-6884.

### To be completed by the person requesting information:

Requester  
Char Maaske/Diocese of Davenport

Address  
780 West Central Park Ave.

City Davenport	State IA	Zip Code 52804-1901	Phone Number 563-324-1911
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The information concerns:

Name (first, middle initial, last)

Maiden Name or Alias (if applicable)	Birth Date	Social Security Number
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Address

City	State	Zip Code	County
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What is the purpose of your request for dependent adult abuse information?

To obtain any information regarding a history of dependent adult abuse.

I have read and understand the legal provisions for handling dependent adult abuse information that are printed on the second page of this form.

Signature

Date

### To be completed by the person authorizing the Department of Human Services to release dependent adult abuse information:

Signature

 SIGN HERE

Date

 SIGN HERE

### To be completed by the Central Abuse Registry or designee:

- ☐ The person named above is listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- ☐ The person named above is not listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- ☐ This request for information is denied because the form is incomplete.

Signature

Date

Comments:

## **Legal Provisions for the Handling of Dependent Adult Abuse**

### **Redissemination of Dependent Adult Abuse Information, Iowa Code 235B.8**

A person, agency, or other recipient of dependent adult abuse information shall not redisseminate this information. However, redissemination is permitted when all of the following conditions apply:

- The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- The person to whom the information would be redisseminated would have independent access to the same information under Iowa Code section 235B.6.
- A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- The written record is forwarded to the Registry within 30 days of the redissemination.

### **Criminal Penalties, Iowa Code 235B.12**

Any person is guilty of a criminal offense when the person:

- Willfully requests, obtains, or seeks to obtain dependent adult abuse information under false pretense.
- Willfully communicates or seeks to communicate dependent adult abuse information to any agency or person except in accordance with Iowa Code sections 235B.6 through 235B.8.
- Is connected with any research authorized pursuant to Iowa Code section 235B.6 and willfully falsifies dependent adult abuse information or any records relating to dependent adult abuse.

Upon conviction for each offense, the person shall be punished by a fine of up to \$1,000 or imprisonment for not more than two years, or by both fine and imprisonment.

Any person who knowingly, but without criminal purposes, communicates, or seeks to communicate dependent adult abuse information except in accordance with Iowa Code sections 235B.6 and 235B.8 shall be fined not more than \$100 or be imprisoned not more than ten days for each such offense.



## AUTHORIZATION FOR RELEASE OF CHILD ABUSE INFORMATION



This form must be used to authorize release of child abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person about whom information is requested. Send the original to the Central Abuse Registry, Iowa Department of Human Services, 1305 E Walnut Street, Fifth Floor, Des Moines, Iowa 50319-0114.

### **PART A: To be completed by the person requesting information.**

1.	Requester Charlene Maaske CFO and Director of Human Resources, Diocese of Davenport			
	Address 780 West Central Park Ave.			
	City Davenport	State IA	Zip Code 52804-1901	Phone Number 563-324-1911 / fax:563-324-5842
2.	The information concerns:			
	Name (first, middle initial, last)			
	Maiden Name or Alias (if applicable)		Birth Date	Social Security Number
	Address			
	City	State	Zip Code	County
3.	What is the purpose of your request for child abuse information? To obtain any information in the registry regarding abuse as this individual is working with children.			
4.	I have read and understand the legal provisions for handling child abuse information which are printed on the back of this form.			
	Signature of Charlene Maaske			Date

### **PART B: To be completed by the person authorizing the Department of Human Services to release child abuse information.**

I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse Registry in a child abuse report as having abused a child (Iowa Code 235A.15). To the best of my knowledge, all or part of the information contained in Part A of this form is correct.

Signature		Date	
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### **PART C: To be completed by the Central Abuse Registry or designee.**

- ☐ The person named in item A-2 is listed on the Child Abuse Registry as having abused a child.
- ☐ The person named in item A-2 is not listed on the Child Abuse Registry as having abused a child.
- ☐ This request for information is denied because the form is incomplete.

Signature	Date
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Comments

## **LEGAL PROVISIONS FOR THE HANDLING OF CHILD ABUSE INFORMATION**

### **Redissemination of Child Abuse Information (Iowa Code 235A.17)**

A person, agency, or other recipient of child abuse information shall not retransmit this information. However, retransmission is permitted when all of the following conditions apply:

- ◆ The retransmission is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom the information would be retransmitted would have independent access to the same information under Iowa Code Section 235A.15.
- ◆ A written record is made of the retransmission, including the name of the recipient and the date and purpose of the retransmission.
- ◆ The written record is forwarded to the Registry within 30 days of the retransmission.

### **Criminal Penalties (Iowa Code 235A.21)**

- ◆ Any person is guilty of a criminal offense when the person:
  - Willfully requests, obtains, or seeks to obtain child abuse information under false pretense.
  - Willfully communicates or seeks to communicate child abuse information to any agency or person except in accordance with Iowa Code Sections 235A.15 and 235A.17.
  - Is connected with any research authorized pursuant to Iowa Code Section 235A.15 and willfully falsifies child abuse information or any records relating to child abuse.
- ◆ Upon conviction for each offense, the person shall be punished by a fine of up to \$1,000 or imprisonment for not more than two years, or by both fine and imprisonment.
- ◆ Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child abuse information except in accordance with Iowa Code Sections 235A.15 and 235A.17 shall be fined not more than \$100 or be imprisoned not more than ten days for each such offense.
- ◆ Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapter 235A shall be grounds for the immediate withdrawal of any authorized access that the person might otherwise have to child abuse information.

## Student I-20 Information

1. Family Name:	
2. First Name:	
3. Middle Name:	
4. Date of Birth: (month/day/year)	
5. Gender	
6. Country of Birth:	
7. Country of Citizenship:	
8. Foreign Address:	
Address 1:	
Address 2:	
City:	
Povince/Territory:	
Postal Code:	
Country:	
9. US Address	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
10. How long is the student staying:	
Months	
Years	
11. Level of education:	
Primary	
Secondary	
12. Students are expected to report no later than 8/15:	
If this date is not the one you want me to use, please tell me what date you	
13. Expenses	
Tuition and Fees:	
Living Expenses:	
Other Expenses:	
Total	
14. Income	
Student's Personal Funds:	
Funds from other source:	
Total	
<i>*Income must be more than Expenses</i>	
15. School Academically Accepted:	



# Diocese of Davenport

Office of Pastoral Services  
780 W. Central Park Ave. Davenport, IA 52804  
563-324-1912 ext. 256  
563-324-5811 fax

[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

Website: [www.davenportdiocese.net](http://www.davenportdiocese.net)

## Application for Admission

### Student Information

To be completed by applicant. *Type or print legibly in ink*

Name \_\_\_\_\_  
Last First Middle Maiden

Home Address \_\_\_\_\_  
Number Street

City State Zip Country

Current phone \_\_\_\_\_ Permanent phone \_\_\_\_\_

Email \_\_\_\_\_

Date of birth Month/Day \_\_\_\_\_ Year \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Place of birth City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Sex (please check) ☐ male ☐ female

Religious preference (optional information) (please check)

☐ Baptist ☐ Catholic ☐ Episcopalian ☐ Jewish ☐ Methodist ☐ Presbyterian ☐ Muslim ☐ Other \_\_\_\_\_

Is English your native language? (please circle one) yes no If not, what is your native language? \_\_\_\_\_

English proficiency is required: (check all that apply)

- ☐ The student has the required English proficiency.  
☐ The student is not yet proficient, English instructions will be given by a tutor.

Citizen of the United States? (please circle) yes no

If no, country or present citizenship \_\_\_\_\_ visa type \_\_\_\_\_ visa no. \_\_\_\_\_

Permanent resident of the United States? (please circle) yes no

### Educational Plans

Indicate the semester you plan to begin: ☐ Fall (August – December) ☐ Spring (January – June ) In the year \_\_\_\_\_

School (school district) name \_\_\_\_\_

### Diocesan/School official to be notified of student's arrival in U.S.

Virginia Trujillo International Student Advisor/Administrative Assistant  
Name Title

Diocese Address 780 W. Central Park Ave. Davenport, Iowa 52804

Grade of incoming student: \_\_\_\_\_ How many years or months are they attending? \_\_\_\_\_

This is issued to the student named above for: (check all that apply)

- ☐ Initial attendance at one of our Diocesan schools.  
☐ Continued attendance at one of our Diocesan schools.  
☐ School transfer, transferred from \_\_\_\_\_

Provide Name of School, City and Phone Number

A request for transfer is required before transferring this student to or from another SEVIS approved school.

- ☐ Other \_\_\_\_\_

Level of education the student is pursuing or will pursue in the United States: (check only one)

- ☐ Primary (K-6)      ☐ Secondary (7-12)

If the student names above is accepted for a full course of study at one of our Diocesan schools, majoring in Education, General. The first day of school will be \_\_\_\_\_ (required date). The student is expected to report to school no later than August 1 for the Fall Semester and January 1 for Spring Semester, and complete studies no later than June 10. The normal length of study is 9 months. If you want to attend one of our schools longer than 1 year please indicate the number of years you will be attending \_\_\_\_\_ (required to be filled in).

Health Insurance is required in order to attend one of our schools. Do you have health insurance? \_\_\_\_\_

We require a copy of your insurance policy. An insurance card should be carried by the student at all times. Make sure your insurance covers the student if they play sports, sometimes this is an extra fee.

**Family Information**

<input type="checkbox"/> Father <input type="checkbox"/> Guardian (check one)	<input type="checkbox"/> Mother <input type="checkbox"/> Guardian (check one)
Full Name _____	_____
Street _____	_____
City/State/Zip _____	_____
Occupation _____	_____
Employer _____	_____
Address _____	_____
City/State/Zip _____	_____
Telephone (home) _____	_____
Telephone (work) _____	_____
Email _____	_____

**Host Family/Guardian Information in the United States**

Full Name _____	_____
Street _____	_____
City/State/Zip _____	_____
Occupation _____	Employer: _____
Address _____	City/State/Zip _____
Telephone (home) _____	Telephone (work) _____
Email _____	Signature _____

I certify that I have included all previously attended educational institutions and that all the answers I have given in this application are complete and accurate to the best of my knowledge. If admitted, I agree to observe all the rules and regulations of the Diocese of Davenport. I acknowledge that failure to accurately complete this application or falsification of information will lead to immediate dismissal.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**Checklist:**

- ☐ Background Check forms
- ☐ Completed Application for Admissions with all required signatures
- ☐ Declaration of Finances with all required signatures
- ☐ Bank statement
- ☐ English Proficiency Test (elementary students, please fill out to the best of your ability, if high school complete in full)
- ☐ Acceptance Letter from requested school
- ☐ Copy of F1 Visa
- ☐ Copy of Passport
- ☐ Copy of I-94
- ☐ Copy of I-901 Fee Receipt
- ☐ 2 letters from English teachers
- ☐ Paragraph from student
- ☐ Paragraph from the parent
- ☐ Medical records or Certificate of Health
- ☐ F1 Responsibilities Form
- ☐ High School Driver's Education Permission Sign Off
- ☐ Liability Release Agreement Sign Off
- ☐ Medical Treatment Consent Sign Off
- ☐ Parental Consent Sign Off
- ☐ Permission to Travel Sign Off
- ☐ Photo Release Sign Off
- ☐ Rules for Students and Parents Sign Off
- ☐ Standards of Conduct Sign Off
- ☐ Terms of Participation in the Program Sign Off
- ☐ Transfer information ( if this applies)
- ☐ Check/Cashiers Check or Money Order for \$475 in US dollars made payable to: Diocese of Davenport (we do not accept Credit Cards)

**Request for guardian if parent(s) are not in the United States:**

Please provide a written, signed and dated letter of intent from the guardian of the student stating that they will be responsible for all academic costs and any other costs that would be needed while the student is attending our school including costs for medical emergencies. Please include name of guardian, address, phone, student name, school name and city on the letter of intent.

If an appointment needs to be made with the Diocese of Davenport to review proper paperwork. Please call 563-888-4230 to schedule a date and time. NO WALK-IN's.

**School:**

Contact Diocese of Davenport when student arrives so an updated I-20 can be processed.



## Diocese of Davenport

Office of Pastoral Services  
780 W. Central Park Ave. Davenport, IA  
52804  
563-888-4230  
563-324-5811 fax  
[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)  
Website: [www.davenportdiocese.net](http://www.davenportdiocese.net)

### Declaration of Finances *Confidential*

*All admission applicants from foreign countries must submit this form.*

A CERTIFICATE OF ELIGIBILITY (I-20) will not be authorized until this form is completed and returned to the Diocese of Davenport. The institution will attach a copy of this form to your Certificate of Eligibility. Both the form and certificate must be shown to the U.S. Consul to obtain a visa.

**RETURN TO:**

Office of Pastoral Services, Diocese of Davenport  
780 W. Central Park Ave. Davenport, IA 52804 USA

#### Student Information

*Use typewriter or print legibly in ink.*

Name \_\_\_\_\_  
Last (family) First Middle

Home Address \_\_\_\_\_  
Number Street Town/City

Providence/State Country

Phone number (home country) \_\_\_\_\_ Email \_\_\_\_\_

#### Student Sources of Funds

This school estimates the students average costs for an academic term of \_\_\_\_\_ (up to 12) month(s) to be:

a. Tuition and Fees: \$ \_\_\_\_\_

b. Living Expenses: \$ \_\_\_\_\_

c. Other (specify) \$ \_\_\_\_\_ (cost of uniforms, books, fundraising)

**EXPENSE TOTAL** \$ \_\_\_\_\_ (this total must be lower than the income total)

This school has information showing the following as the student's means of support, estimated for an academic term of \_\_\_\_\_ months. (Use the same number of months given above).

a. Student/family personal funds \$ \_\_\_\_\_

**INCOME TOTAL** \$ \_\_\_\_\_ (should be more than Expense Total listed above)

Enter amounts in US dollars. Please PRINT all entries.  
Use an additional sheet of paper for explanations if necessary.

**ASSURED  
SUPPORT**

**PROJECTED SUPPORT**

First Semester

Second Semester

**Personal or Family Savings**

Name of Bank \_\_\_\_\_

A bank official's signature is required on the certification on reverse if the student is partially or fully supported by personal savings.

**Parents and/or Sponsors**

Name \_\_\_\_\_

Name \_\_\_\_\_

Parent of sponsor signature is required.

**Your Government**

Name of Agency \_\_\_\_\_

Enclose with this form a signed copy of your letter of award.

**This Institution**

Type of Award \_\_\_\_\_

Other (specify) \_\_\_\_\_

Enclose with this form a signed affidavit from an authorized person to certify accuracy of this entry.

Each of these totals should equal the institution's estimate of expenses for one year.

**TOTAL**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

What is the total amount of money you expect to have when you arrive at this institution? US \$ \_\_\_\_\_

What are the sources and amounts of support available to you during the summer?

**AMOUNTS**

Sources \_\_\_\_\_

US \$ \_\_\_\_\_

\_\_\_\_\_

US \$ \_\_\_\_\_

\_\_\_\_\_

US \$ \_\_\_\_\_

**Official Certification of Sources of Funds and Amounts**

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement and that the funds are available.

Signature of Bank Official \_\_\_\_\_

Title \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address of Bank \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_



\_\_\_\_\_  
This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, that the funds are available and will be provided as indicated.

Signature of Guarantor \_\_\_\_\_  
Parent or Sponsor

Address \_\_\_\_\_  
\_\_\_\_\_

Relationship of Guarantor to Student \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
I certify that the information provided here is correct and complete.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

**Request for guardian if parent(s) are not in the United States:**

Please provide a written, signed and dated letter of intent from the guardian of the student stating that they will be responsible for all academic costs and any other costs that would be needed while the student is attending our school including costs for medical emergencies. Please include name of guardian, address, phone, student name, school name and city on the letter of intent.

If an appointment is needed to review proper paperwork please call 563-888-4230 to schedule a date and time. NO WALK-IN's.

**School:**

Contact Diocese of Davenport when student arrives so a updated I-20 can be processed.

\*\*All areas listed above are required information in order for an I-20 to be issued. A copy of this information is required to be given to the consulate with your I-20 for your appointment.



**Diocese of Davenport**  
International Student Services Office

## Certificate of Health

To be completed by Physician  
Please type or print in **BLACK** ink

Note to physician: Please note that your complete frankness in completing this form is essential. If health problems which have a direct effect on a student's everyday health go unreported, the possibility exists that these could result in an early return for the student. In these cases, students do not receive a reimbursement of their fees. We appreciate your honesty. The physician cannot be a family member of the applicant.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Day / Month / Year

HAS THE STUDENT EVER SUFFERED FROM OR HAD ANY PROBLEMS WITH THE FOLLOWING:

### DISEASES?

	NO	YES	DATE MONTH/YEAR
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Malaria	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Sexually Transmitted Diseases	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Scarlet Fever	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Small Pox	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Typhoid Fever	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Ulcer	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

If yes to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_

### IMPAIRMENTS OR DISORDERS?

	NO	YES	DATE MONTH/YEAR
Abdominal Organs	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Anorexia Nervosa	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bones, Joint or Locomotor System	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Brain or Nervous System	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bulimia	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Ears or Hearing	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Eating Disorder	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Heart or Blood Vessels	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Lungs, Respiratory System	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Persistent Headaches	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Psychological/Emotional	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Speech	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Vertigo, Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

If yes to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_

### MEDICAL CARE HISTORY

Has the student ever been hospitalized? ☐ Yes ☐ No

If yes, please provide all details \_\_\_\_\_  
\_\_\_\_\_

Has the student ever been advised to have surgery which has not been done? ☐ Yes ☐ No

If yes, please provide describe: \_\_\_\_\_  
\_\_\_\_\_



**Diocese of Davenport**  
**International Student Services Office**

Is the student presently taking any medications or injections? ☐ Yes ☐ No

If yes, please list: \_\_\_\_\_

Has the student ever consulted with or been treated by a specialist for any of the following:

Alcoholism	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Substance Abuse	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Anorexia Nervosa	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chemical Dependency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bulimia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Psychological/emotional illness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
such as depression, obsessive		
compulsive behavior, suicide attempts		

If yes, please provide all details \_\_\_\_\_

Are there any health restrictions or other pertinent medical information the Diocese of Davenport should know about? ☐ Yes ☐ No If yes, \_\_\_\_\_

**ALLERGIES**

Does the student currently suffer from allergies? ☐ Yes ☐ No

Type of allergy \_\_\_\_\_

Is he/she allergic to pets? ☐ Yes ☐ No

Can he/she live with pets? ☐ Yes ☐ No

Allergen if known \_\_\_\_\_

Year allergy started \_\_\_\_\_

When were the last symptoms? \_\_\_\_\_

Is there a history of allergies no longer active?

Have the allergic symptoms ever interfered with the patient's ordinary activities at home or at school?

Give details: \_\_\_\_\_

In the past year has the applicant received any medication for allergy?

List the medication: \_\_\_\_\_

When will allergy treatment and medications be entirely discontinued? \_\_\_\_\_

What medication, if any, should the applicant take while abroad? \_\_\_\_\_

**HAY FEVER**

Does the student have hay fever? ☐ Yes ☐ No

How would you describe the student's reactions to hay fever? ☐ Mild ☐ Strong ☐ Severe

There are few, if any areas of the United States that DO NOT have "hay fever" seasons. In your professional opinion, would this student be able to endure or control through medication(s) hay fever during his/her stay in the U.S.? ☐ Yes ☐ No



**Diocese of Davenport**  
**International Student Services Office**

**DENTAL INFORMATION**

Will the applicant need any orthodontic care during the coming year? ☐ Yes ☐ No

If yes, attach a statement from the orthodontist, indicating present status, exact care essential to the orthodonture, and date care will be completed.

**GENERAL HEALTH INFORMATION**

Height \_\_\_\_\_ Weight \_\_\_\_\_ Pulse Rate \_\_\_\_\_

Is pulse rhythm normal? ☐ Yes ☐ No Blood Type: \_\_\_\_\_

Blood Pressure: ☐ Systolic ☐ Diastolic

Is student physically able to participate in sports? ☐ Yes ☐ No

Limitations? \_\_\_\_\_ Comments: \_\_\_\_\_

Are pupillary and knee reflexes normal? ☐ Yes ☐ No Hearing normal? ☐ Yes ☐ No

What is the applicant's vision: Without glasses? OD \_\_\_\_\_ OS \_\_\_\_\_ With eyeglasses? OD \_\_\_\_\_ OS \_\_\_\_\_

How long has the applicant been your patient? \_\_\_\_\_

The general state of applicant's health is: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Name of Physician: \_\_\_\_\_

Degree \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that I have examined this patient on this date and certify that all information provided in this certificate is accurate.

Signature of Physician: \_\_\_\_\_

Date: \_\_\_\_\_

**IMMUNIZATION HISTORY**

The immunizations listed below are required for all states in the USA. Physicians, please note: your country may have different requirements or restrictions on certain immunizations. Regardless of these, U.S. states and school districts do require the listed immunizations. If a student does not have these immunizations prior to their arrival, they will be required to get them before school enrollment. In addition, some school districts may require immunizations other than those listed below. Students will be required to meet all requirements and will be responsible for the costs of doing so.

**VACCINE**

Date Each Does was Given

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

5<sup>th</sup>

Day/Mo/Year

Day/Mo/Year

Day/Mo/Year

Day/Mo/Year

Day/Mo/Year

**POLIO (TOP)**

**\*DPT AND/OR TD**

(Diphtheria, Tetanus and Portussis or whooping cough) OR (Tetanus and diphtheria only)



## Diocese of Davenport

### International Student Services Office

\*Please note: In order to enroll in a U.S high school the student must have had a DPT or TD shot within the last 10 years. Requirements vary from state to state. Diocese of Davenport recommends 4 doses each of f Polio and DPT.

<b>VACCINE</b> Date Each Does was Given	<u>1<sup>st</sup></u> Day/Mo/Year	<u>2<sup>nd</sup></u> Day/Mo/Year	<u>3<sup>rd</sup></u> Day/Mo/Year
<b>MEASLES</b> (Rubeola – 10 day, red measles)			If no immunization, give date student had Rubella
<b>RUBELLA</b> (German Measles – 3 day measles)			If no immunization, give date student had Measles
<b>MUMPS</b>			If no immunization, give date student had Mumps

<b>TUBERCULOSIS</b>	DATE Day/Mo/Year	RESULTS
<b>TB SKIN TEST (WITHIN ONE YEAR)</b>		<input type="checkbox"/> Positive <input type="checkbox"/> Negative _____
<b>BCG VACCINATION</b> Did the student receive a BCG vaccination? (If yes, a chest x-ray is required)	If yes, date:	<b>CHEST X-RAY</b> DAY/MO/ YEAR If skin test is positive, chest x-ray is required
<b>CHICKEN-POX</b> (date of disease)	Day/Mo/Year	OR, Date of Chicken Pox Vaccination DAY/MO/YEAR

<b>HEPATITIS B</b>		
<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>
More states are requiring that foreign students have the vaccination for Hepatitis B. It is a three part vaccination. It is recommended that the student begin the vaccination procedure before arriving in the United States.		



**Diocese of Davenport**

**International Student Services Office**

## English Teacher Recommendation

To the teacher: In the selection of students for the Diocese of Davenport International Student Services program we are looking for mature young people who will be good representatives of their home county and their school. This evaluation helps us select students, therefore we greatly appreciate your cooperation by completing this questionnaire. Please contact the Diocese of Davenport International Student Services representative with any questions or concerns. If you prefer that this remain confidential, you may send this form directly to the Diocese of Davenport International Student Services representative directly.

Please complete in English and in **BLACK** ink.

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject/course taught to student: \_\_\_\_\_

School Name/Address: \_\_\_\_\_

How many years has the student studied English? \_\_\_\_\_ How many hours per week? \_\_\_\_\_

Student is presently enrolled in class level \_\_\_\_\_ and could/will be eligible to enter University in \_\_\_\_\_

- |   | Verbal                                    | Written                            |
|---|---|------------------------------------|
| 1) How would you evaluate the applicant's knowledge of English in speech and comprehension?   | <input type="checkbox"/>                  | <input type="checkbox"/> Very Good |
|   | <input type="checkbox"/>                  | <input type="checkbox"/> Good      |
|   | <input type="checkbox"/>                  | <input type="checkbox"/> Average   |
|   | <input type="checkbox"/>                  | <input type="checkbox"/> Poor      |
| 2) The school experience is an important as the host family experience. The greater part of the student's stay will be spend in school. Maturity and attitude toward school and schoolwork are very important. How would you evaluate the student's attitude toward school and school work? | <input type="checkbox"/> Great Interest   |                                    |
|   | <input type="checkbox"/> Average Interest |                                    |
|   | <input type="checkbox"/> Little Interest  |                                    |
| 3) Based on your experience what is your overall evaluation of the potential success of this applicant?   | <input type="checkbox"/> Very Good        | <input type="checkbox"/> Good      |
|   | <input type="checkbox"/> Average          | <input type="checkbox"/> Poor      |

Any general comments you wish to make will aid us in our evaluation. We thank you for you cooperation.

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

Teacher's Signature: \_\_\_\_\_ additional pages are welcome



**Diocese of Davenport**

**International Student Services Office**

## **Profile: Parent Letter**

THIS LETTER MUST BE COMPLETED BY PARENT. PLEASE TYPE IN THE SPACE BELOW.

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The parent letter is one of most important parts of the application. It does not have to be in perfect English: it is the content that counts. Along with your child's letter, this letter will have the most influence on prospective host families. Do not repeat information already provided in other sections of this application. Instead, provide more detailed and personal information that will help the family understand your child's personality, background, lifestyle, and habits. What is your child like at home? What is your relationship with your child? We ask that you be frank and honest in your letter, commenting on your child's strengths and weaknesses. Remember you are writing to another parent. Please include information you would want to know if you were going to host their child.

This letter must be English. If you cannot do this, please provide translation.

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Parent(s) First Name(s) Only

Date



**Diocese of Davenport**  
International Student Services Office

## **Profile: Student Letter**

Instructions: Your letter is the most important part of your application. Until now you have filled in blanks. This letter is your opportunity to reveal your personality. Don't repeat information such as your birthday and birthplace that you have already provided. Your host family would like to know why you want to come, what you would enjoy doing with them and the new friends you will make, and about your relationship with your immediate family and close friends in your home country. Make your letter friendly and personal. This letter must be at least 500 words.

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# DIOCESE OF DAVENPORT

## International Student Services Office

780 W. Central Park Ave. Davenport, IA 52804

563-888-4239

563-324-5842 fax

[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

Website: [www.davenportdiocese.org](http://www.davenportdiocese.org)

As an F-1 student you are required to be in compliance with the Department of Homeland Security and the Diocese of Davenport International Student Services Office.

Please read and make sure you are in compliance with all the regulations before you sign.

I am responsible to do the following:

- Sign the Student Certification on Form I-20 original in front of the consulate and any semester registration I-20's to indicate that he/she has read and understands the terms and conditions of F-1 status.
- Keep the original I-20's on my person at all times.
- Pursue a full course of study at the school that issued his/her I-20 form.
- Follow the proper procedures to:
  - transfer schools – submit the “Intent to Transfer” form to PDSO
  - change education levels – contact the school
  - extend his/her program – contact the PDSO directly and submit a written request
- Report change of address to the PDSO within 10 days
- Leave the United States within 60 days of program completion date unless a transfer to another school/university has been done.

It is my responsibility to notify the PDSO and school of any changes to my living arrangements or that may affect my I-20.

By signing below I acknowledge that I understand the above statements.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



**Diocese of Davenport**  
International Student Services Office

**Rules for Students & Parents**

1. Drinking of alcoholic beverages and the use of illegal drugs is prohibited.
2. Students may not make any “life-changing” decisions while on the program. This includes marriage and changing one’s religion.
3. Driving automobiles or any motorized vehicles outside of driver’s educational classes is **NOT** prohibited.
4. Students must comply with all host family regulations (such as curfews, chores, etc.).
5. Students must comply with all school rules, and maintain a “C” average in EACH class. School attendance is **mandatory** and is a requirement of the F-1 visa.
6. If the school or our office feels that the student is living where they should be, a person from the school or our office can stop at the host families home to check on the situation.
7. While in the Diocese of Davenport International Student Services program, all students are under the jurisdiction of local, state and federal laws and must obey all governmental laws, including those regarding immigration status.
8. Students are not permitted to travel independently during the program. Travel is only permitted if accompanied by an approved adult (over 25 years old) or with an organized group. School approval must be obtained if the trip takes place during school sessions. Permissions must also be obtained from your natural parents, your host parents and the Diocese of Davenport.
9. Students may not borrow money from their host family nor may they lend money to host family members. Under no circumstances should a student give their host family control or access to their bank account. Natural parents should not transfer money for any reason directly to a host family or Diocese of Davenport International Student Services representative.

---

Signature of Student

Date

---

Signature of Parent

Date



# Diocese of Davenport

## International Student Services Office

### STANDARDS OF CONDUCT

#### 1. **DANGEROUS ACTIVITIES**

Skydiving hang gliding, glider riding, parachute jumping, parasailing, jet skiing, snowmobiling, bungee jumping and riding in hot air balloons are prohibited.

#### 2. **DRINKING**

The purchase, possession and/or use of alcoholic beverages, including beer and wine, are forbidden.

#### 3. **DRIVING**

Because of the danger involved and the lack of liability and insurance coverage, ***under no circumstances*** may a student drive a motorized vehicle for which an operator's license is required. However, students may participate in Driver's Training classes and take the driver's test provided:

- A. No local or state laws are violated in obtaining the license.
- B. The student's natural parent(s) and/or legal guardian(s) give written assuming all responsibility and liability for any violations, accidents, injuries, and any costs, legal and otherwise in the course of obtaining the driver's license.
- C. The Host Family and/or Diocese of Davenport **are not required** to submit a statement assuming financial responsibility for the student to qualify for the driver's license.
- D. Foreign students are subject to the same guidelines as American students, which may include waiting lists and other restrictions.

#### 4. **DRUGS**

The purchase, possession and/or use of illegal (non-prescription) drugs are forbidden. Further, no association is to be maintained with anyone involved with drug use in any way.

#### 5. **HITCHHIKING**

Hitchhiking is extremely dangerous. Students are not permitted to hitchhike, either alone or with friends.

#### 6. **HOST FAMILY REGULATIONS**

- Each family has rules and regulations, which help it, function effectively. It is imperative that each student makes every effort possible to understand what his/her family expects.
- Each student must be respectful of his/her Host Family and the rules that govern the household. Activities must be approved by the Host Family. At all times, the student's Host Family must know where the student is, with whom and when the student will return. The Host Family will provide a warm and welcoming environment, transportation, guidance and assistance.
- The Host Family will contact the school if the student is ill or has an emergency. If the student and Host Family do not get along, the student may be moved if another Host Family is willing to except them. If no Host Family is available, the biological parents must be contacted and made aware of the situation. This could result in the student being returned to their country.
- The student must reside in the home that is reported in SEVIS and listed on paperwork with the school and our office. If there is an address change for the family an Address Change Form needs to be completed immediately and given to the school.



## **Diocese of Davenport**

### **International Student Services Office**

#### **7. *LAW VIOLATIONS***

If a student admits to a criminal law violation, or is arrested, or if reliable information is received that the student will be arrested and charged, the student will be returned to his/her home country as soon as legally possible. Students are expected to obey all laws of the host country, state, city and community.

#### **8. *LEAVING THE PROGRAM***

A student may not leave the program at any time without the express consent of the Diocese of Davenport and the school. Proper documentation needs to be completed with the school and our office.

#### **9. *MONEY***

Because each student is responsible to purchase his/her personal items, clothing, entertainment, etc., each student is suggested to have at his/her disposal a minimum of \$200 each month. Each student is responsible for his/her own spending money. Further, no student shall lend to, or borrow from any member of his/her host family.

#### **10. *SCHOOL***

- A. The student is on a Student Visa and must attend school regularly and obey all school rules.
- B. The student is expected to show an interest in his/her schoolwork and make an effort to do his/her best.
- C. If, in the school's opinion, the student needs a language tutor to succeed in class(es), the school will help arrange for such a tutor. The cost for tutoring will be the sole responsibility of the student's natural parents.
- D. If the student is given a failing mark in attitude as an official complaint from the school, he/she will be dismissed from our school and will need to return to his/her home country.
- E. Dismissal from school will result in dismissal from the Diocese of Davenport program.
- F. If the student is dismissed from a program, the student will also be dismissed from the school.

#### **11. *SMOKING***

Purchase, possession and/or use of tobacco products are forbidden.

#### **12. *PORNOGRAPHY***

Purchase, possession and/or downloading of pornography is not permitted.

#### **13. *INTERNET AND E-MAIL***

While the use of the Internet and e-mail is generally deemed acceptable, it may also be detrimental to a student's program. Students must respect and abide by host family and school rules in relationship to use of computer, internet and e-mail.



**Diocese of Davenport**  
**International Student Services Office**

**14. TRAVEL**

Students will be permitted to travel while in the host country only according to the following conditions:

- A. If with the host family and if longer than overnight, the Diocese of Davenport coordinator must be informed of dates and a phone contact where the student can be reached in case of emergency.
- B. If with another family, the host family must approve the same regulations as "A" above apply.
- C. School and group-sponsored trips are permitted. Again, the host family must approve.
- D. If independently to visit another family, the inviting family must confirm the invitation with the host family.
- E. Travel by air, bus or train in the US, UK or Canada is permitted only under the following conditions:
  - 1. Chaperoned group trips.
  - 2. Direct trips from departure point to destination, to be met by family visited.

**16. WORK AND JOBS**

Student sponsored by the Diocese of Davenport **are not allowed** to hold a job or seek employment. Exceptions to this may be baby-sitting, lawn mowing or other odd jobs which might be offered to the student by his/her host family or the host family acquaintances.

**AGREEMENT**

We, the student and parent(s) or legal guardian, have read and understand all of the above. We agree to obey these rules and understand that disobeying them will result in the student's dismissal from the program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother or Legal Guardian

\_\_\_\_\_  
Date



**Diocese of Davenport**  
**International Student Services Office**

**Photo Release**

By signing below, we, the student and parents grant permission to the Diocese of Davenport to use any photographs of the student for promotion or publicity of the organization's programs and for use in print and digital media seeking prospective host families. We understand that in such media, the student may be identified by first name and country only, and the privacy of the student's family name and all consent information will be protected.

---

Student's Signature

Day / Month / Year

---

Parent's Signature

Day / Month / Year

.....

**High School Driver's Education Permission**

Student's Name: \_\_\_\_\_

- ☐ We give our full consent for our son/daughter to take driver's education course (if available) during his/her stay in the U.S. on the Diocese of Davenport International Student Services program. Most school-sponsored courses provide insurance coverage; however, if it is necessary to obtain additional insurance this expense will be our responsibility. I understand that while my son/daughter may be allowed to obtain a driver's license, he/she will not be permitted to drive outside of an approved class. Students can be dismissed from the program for violation. Diocese of Davenport makes no recommendation to host families that they allow students to use their car during a driver's education course or to obtain a driver's license. If no car is available to use, it may not be possible to obtain a driver's license Diocese of Davenport never guarantees that this will be possible.
- ☐ We do not give our consent

---

Parent's Signature

*Parent's signature is required even if the student is over 18*

Day / Month / Year



# Diocese of Davenport

## International Student Services Office

### TERMS OF PARTICIPATION IN THE DIOCESE OF DAVENPORT PROGRAM

*Diocese of Davenport works diligently to insure that each participant has a successful and rewarding experience. This requires the involvement and commitment of many people but will not occur unless all of the people fully understand the basic terms of participation in a Diocese of Davenport program. In the interest of achieving this understanding, we outline these terms below.*

1. All participants must meet the English language requirements as set by the Diocese of Davenport for individual students. Students who misrepresent their English ability or falsify documents or test scores will be dismissed immediately from the program.
2. Students must be in good health upon enrollment and remain that way during the entire program. The Diocese of Davenport reserves the right to terminate program participation if a student's physical or mental health status changes and requires medical attention beyond the capacity of the Diocese of Davenport or the host family to provide. Falsification or omission of medical information that would have disqualified the student from participation in the Diocese of Davenport program will result in immediate dismissal.
3. Diocese of Davenport students must obtain medical insurance coverage, we recommend eStudent Insurance, <http://www.estudentinsurance.com/international-student-health-insurance>. We suggest the (Select) policy with the highest benefit for a few extra dollars. This insurance does cover sport activities also which most coverage's do not. This insurance meets the federal standards for F-1 exchange students and remains in good standing throughout the duration of the program. If a student uses their own insurance, they must provide the Diocese of Davenport with full information about the insurance coverage and proof of its validity. Neither Diocese of Davenport nor the host family is responsible for any medical expenses (including any co-payments or deductibles) incurred by the student while participating in the program.
4. No I-20 will be sent until placement is finalized.
5. Diocese of Davenport does not guarantee placement in a specific high school grade, availability of specific courses at the high school, graduation from the high school, availability of driver's education courses or participation in school sports teams and activities. All of these are determined by individual U.S. school districts and schools are not under the control of the Diocese of Davenport.
6. Diocese of Davenport requires that natural parents be responsible for providing sufficient funds for their child's expenses during the program. Failure to do so can result in termination from the program.
7. Diocese of Davenport students and their parents are responsible for any damages or destruction of property of any injury to any persons inflicted or caused by a student while participating in the program. Neither the Diocese of Davenport nor the host family is responsible for any property damaged or destroyed by the student or for any liability which results from the student's activities while participating in the program.
8. Natural parents must support the host family's decisions on matters of behavior and discipline and agree that during their child's adjustment period, they will not be in constant contact with him/her.
9. The Diocese of Davenport will make every attempt to deal fairly with any problems which may occur during the program year. The final decision concerning dismissals will be responsibility of the Diocese of Davenport.
10. Diocese of Davenport is the student's sponsor and does not act in loco parentis. Natural parents retain all of their rights and obligations and are expected to maintain reasonable contact with their child throughout the experience.
11. In case of disagreement, reasonable attempts will be made by both Diocese of Davenport and the natural family to resolve a situation through mediation and arbitration.

---

Signature of Parent

Date

---

Signature of Student

Date



**Diocese of Davenport**  
International Student Services Office

**LIABILITY RELEASE AGREEMENT**

We, the parents of a participant in the Diocese of Davenport International Student Services program, while recognizing that the Diocese of Davenport will certainly attempt to ensure a successful year(s) in the USA for our child, do understand the limitations they face in dealing with outside companies such as airlines, hotels, restaurants, shipping companies and the like. We will not hold Diocese of Davenport responsible for any delays, sickness, accidents or other such circumstances arising from the use of these companies. We therefore agree to renounce any claim against the Diocese of Davenport, their international and US domestic representatives, host families and schools that arise from circumstances outside of their direct control.

We also understand that our child must obey the rules of the school, host family and the Diocese of Davenport. Should the rules be broken, our child may be sent home at our expense. If this decision is made, we understand that while we will have a right to be told why the action was taken, we will not receive any refund. We have spoken with our child about a necessity of obeying the rules and we know of no reason why our child should not be able to participate successfully in the program.

We further understand that the Diocese of Davenport incurs costs related to the screening and interviewing of our child. Should we cancel his/her participation on the program prior to departure for any reason, we will forfeit monies to cover these costs. If we cancel after the first payment, the entire first payment will be forfeited. If we terminate our child's participation in the program at any time after its commencement, we will forfeit the entire program fee and no refund will be forthcoming.

We also understand that it is important that we support the host family's decisions on matters of behavior and discipline and that during our child's adjustment period, we not be in constant contact with him/her. We further understand that our failure to do so can jeopardize our child's continuation in the program. We verify that all information on the application is true and correct. Our signature below signifies consent to all of the information contained in the above consents, releases and conditions. We are aware that any false information can lead to cancellation of the program without reimbursement of the program fees.

---

Parent's Signature

Date Signed

As the participant in the Diocese of Davenport International Student Services program, my signature below signifies that I have read this Liability Release Agreement. I understand it and I agree to its terms. Further, I know of no reason why I should not be able to participate successfully in the program. I also acknowledge that all information in this application is true and correct to be the best of my knowledge.

---

Applicant's Signature

Date Signed





**Diocese of Davenport**  
**International Student Services Office**

**Medical Treatment Consent**

**TO WHOM IT MAY CONCERN:**

To any hospital and any physician on the staff thereof: You are hereby authorized to furnish medical care, treatment and/or hospitalization, including the use of local or general anesthetic, sedation or analgesia to:

Name of Minor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ who is in the physical custody of:

Name of Caretaker (host family): \_\_\_\_\_

At the request of above caretaker acting on behalf of minor, without further written or other authorization from the undersigned parent(s) or legal guardian(s) of said minor child. We further authorize the above caretaker to give permission for the minor to participate in various school activities when authorization is needed and release of school and/or medical records when requested by said caretaker.

.....  
**Parental Consent**

We hereby affirm that we, \_\_\_\_\_ and \_\_\_\_\_

Are the legal parents of \_\_\_\_\_ whose birthday is \_\_\_\_\_

We hereby consent to our child's application for admission to attend school in the United States as a non-immigrant student. We hereby declare that he/she has been given our permission to live with a host family. We hereby affirm that we have delegated to the host family the responsibility to act on our behalf in all matters concerning our son/daughter and the school.

.....  
**Permission to Travel**

Student's Name: \_\_\_\_\_

- ☐ We herewith give our full consent for our son/daughter to travel within their host country if accompanied by an adult person approved by Diocese of Davenport (over 25, or together with the host family. We understand that any travel must also be approved in writing by the host family and an itinerary must be provided to the International Coordinator. Approval must also be given by the Diocese of Davenport. We further understand that our son/daughter will be responsible for any expenses incurred during any trip or excursion. Our son/daughter may not travel while school is in session unless the trip is approved by Diocese of Davenport.
- ☐ We do not give our consent.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Day / Month / Year

Parent signature is required even if the student is over 18

# Diocese of Davenport

International Student Office  
780 W. Central Park Ave. Davenport, IA 52804  
563-324-1912 ext. 256  
563-324-5811 fax  
[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)  
Website: [www.davenportdiocese.net](http://www.davenportdiocese.net)

## English Proficiency Requirements

The Diocese of Davenport requires the following before you are admitted academically to one of the diocesan schools. This information informs us if the student can speak and understand English for the required curriculum. This is mostly used for high school students. If you are an elementary student, please do the best you can and you will then have an interview the principal to determine if you are ready academically to attend our school.

1. 2 letters from English teachers or tutors
2. Written report (1 page) of why you want to attend the intended school
3. Reading test (provided in packet) or this can be done online at [www.trasnparent.com/tlquiz/proftest/english/tlengtest.htm](http://www.trasnparent.com/tlquiz/proftest/english/tlengtest.htm), after the test is done, click on evaluate, it will provide your score and what the correct answers.  
**PLEASE PRINT THE EVALUATION PAGE AND SEND A COPY WITH THE REQUIRED PAPERWORK.**

Please submit the above stated information along with your Application for Admission and Declaration of Finances to:

Diocese of Davenport  
Attn: International Student Office  
780 W. Central Park Ave.  
Davenport, IA 52804 USA

## **PART I: GRAMMER**

Select the best answer.

1. Juan \_\_\_\_\_ in the library this morning.
  - a. is study
  - b. studying
  - c. is studying
  - d. are studying
  
2. Alicia, \_\_\_\_\_ the windows please. It's too hot in here.
  - a. opens
  - b. open
  - c. opened
  - d. will opened
  
3. The movie was \_\_\_\_\_ the book.
  - a. as
  - b. as good
  - c. good as
  - d. as good as
  
4. Eli's hobbies include jogging, swimming, and \_\_\_\_\_.
  - a. to climb mountains
  - b. climb mountains
  - c. to climb
  - d. climbing mountains
  
5. Mr. Hawkins requests that someone \_\_\_\_\_ the data by fax immediately.
  - a. sent
  - b. sends
  - c. send
  - d. to send
  
6. Who is \_\_\_\_\_, Marina or Sachiko?
  - a. tallest
  - b. tall
  - c. taller
  - d. the tallest
  
7. The concert will begin \_\_\_\_\_ fifteen minutes.
  - a. in
  - b. on
  - c. with
  - d. about

8. I have only a \_\_\_\_\_ Christmas cards left to write.
- few
  - fewer
  - less
  - little
9. Each of the Olympic athletes \_\_\_\_\_ for months, even years.
- have been training
  - were training
  - has been training
  - been training
10. Maria \_\_\_\_\_ never late for work.
- am
  - are
  - were
  - is
11. The company will upgrade \_\_\_\_\_ computer information systems next month.
- there
  - their
  - it's
  - its
12. Cheryl likes apples, \_\_\_\_\_ she does not like oranges.
- so
  - for
  - but
  - or
13. You were \_\_\_\_\_ the New York office before 2 p.m.
- suppose call
  - supposed to call
  - supposed calling
  - supposed call
14. When I graduate from college next June, I \_\_\_\_\_ a student here for five years.
- will have been
  - have been
  - has been
  - will have
15. Ms. Guth \_\_\_\_\_ rather not invest that money in the stock market.
- has to
  - could
  - would
  - must

## **PART II. GRAMMER**

Select the one underlined word or phrase that is *incorrect*.

1. The majority to the news is about violence or scandal.
  - a. The
  - b. to
  - c. news
  - d. violence
2. Takeshi swimmed one hundred laps in the pool yesterday.
  - a. swimmed
  - b. hundred
  - c. in
  - d. yesterday
3. When our vacation, we plan to spend three days scuba diving.
  - a. When
  - b. plan
  - c. days
  - d. diving
4. Mr. Feinauer does not take critical of his work very well.
  - a. does
  - b. critical
  - c. his
  - d. well
5. Yvette and Rinaldo send e-mail messages to other often.
  - a. and
  - b. send
  - c. other
  - d. often
6. Mr. Olsen is telephoning a American Red Cross for help.
  - a. is
  - b. a
  - c. Red
  - d. for
7. I had a enjoyable time at the party last night.
  - a. a
  - b. time
  - c. at
  - d. last

8. The doctor him visited the patient's parents.
- The
  - him
  - visited
  - patient's
9. Petra intends to starting her own software business in a few years.
- intends
  - starting
  - software
  - few
10. Each day after school, Jerome run five miles.
- Each
  - after
  - run
  - miles
11. He goes never to the company softball games.
- never
  - the
  - softball
  - games
12. Do you know the student who books were stolen?
- Do
  - know
  - who
  - were
13. Jean-Pierre will spend his vacation either in Singapore nor the Bahamas.
- will
  - his
  - nor
  - Bahamas
14. I told the salesman that I was not interesting in buying the latest model.
- told
  - that
  - interesting
  - buying
15. Frederick used work for a multinational corporation when he lived in Malaysia.
- used work
  - multinational
  - when
  - lived in

### **PART III. VOCABULARY**

Select the best answer.

1. The rate of \_\_\_\_\_ has been fluctuating wildly this week.
  - a. money
  - b. bills
  - c. coins
  - d. exchange
2. The bus \_\_\_\_\_ arrives late during bad weather.
  - a. every week
  - b. later
  - c. yesterday
  - d. always
3. Do you \_\_\_\_\_ where the nearest grocery store is?
  - a. know
  - b. no
  - c. now
  - d. not
4. Jerry Seinfeld, the popular American comedian, has his audiences \_\_\_\_\_.
  - a. putting too many irons in the fire
  - b. keeping their noses out of someone's business
  - c. rolling in the aisles
  - d. going to bat for someone
5. The chairperson will \_\_\_\_\_ members to the subcommittee.
  - a. appoint
  - b. disappoint
  - c. appointment
  - d. disappointed
6. The critics had to admit that the ballet \_\_\_\_\_ was superb.
  - a. procrastinate
  - b. performance
  - c. pathology
  - d. psychosomatic
7. Peter says he can't \_\_\_\_\_ our invitation to dinner tonight.
  - a. angel
  - b. across
  - c. accept
  - d. almost

8. We were \_\_\_\_\_ friends in that strange but magical country.
- upon
  - among
  - toward
  - in addition to
9. The hurricane caused \_\_\_\_\_ damage to the city.
- extend
  - extended
  - extensive
  - extension
10. Many cultures have special ceremonies to celebrate person's \_\_\_\_\_ of passage into adulthood.
- right
  - rite
  - writ
  - write

#### **PART IV: READING COMPREHENSION**

Select the best answer.

##### **Directions to Erik's house**

Leave Interstate 25 at exit 7S. Follow that road (Elm Street) for two miles. After one mile, you will pass a small shopping center on your left. At the next set of traffic lights, turn right onto Maple Drive. Erik's house is the third house on your left. It's number 33, and it's white with green trim.

- What is Erik's address?
  - Interstate 25
  - 2 Elm Street
  - 13 Erika Street
  - 33 Maple Drive
- Which is closest to Erik's house?
  - the traffic lights
  - the shopping center
  - exit 7S
  - a greenhouse

Date: May 16, 1998

To: Megan Fallerman

From: Steven Roberts

Subject: Staff Meeting

Please be prepared to give your presentation on the monthly sales figures at our upcoming staff meeting. In addition to the accurate accounting of expenditures for the monthly sales, be ready to discuss possible reasons for fluctuations as well as possible trends in future customer spending. Thank you.



3. The main focus on the presentation will be \_\_\_\_\_.
- a. monthly expenditures
  - b. monthly salary figures
  - c. monthly sales figures
  - d. staff meeting presentations
4. Who will give the presentation?
- a. the company president
  - b. Megan Fallerman
  - c. Steven Roberts
  - d. future customers

#### The B & B Tour

Spend ten romantic days enjoying the lush countryside of southern England. The countries of Devon, Dorset, Hampshire, and Essex invite you to enjoy their castles and coastline, their charming bed and breakfast inns, their museums and their cathedrals. Spend lazy days watching the clouds drift by or spend active days hiking the glorious hills. These fields were home to Thomas Hardy, and the ports launched ships that shaped world history. Bed and breakfasts abound, ranging from quiet farmhouses to lofty castles. Our tour begins August 15. Call or fax us today for more information 1-800-222-xxxx. Enrollment is limited, so please call soon.

5. Which of the following countries is not included in the tour?
- a. Devon
  - b. Cornwall
  - c. Essex
  - d. Hampshire
6. How many people can go on this tour?
- a. 10
  - b. an unlimited number
  - c. 2-8
  - d. a limited number
7. What can we infer about this area of southern England?
- a. The region has lots of vegetation.
  - b. The coast often has harsh weather.
  - c. The sun is hot and the air is dry.
  - d. The land is flat.

Anna Szewczyk, perhaps the most popular broadcaster in the news media today, won the 1998 Broadcasting Award. She got her start in journalism as an editor at the *Hollsville Country Times* in Missouri. When the newspaper went out of business, a colleague persuaded her to enter the field of broadcasting. She moved to Oregon to begin a master's degree in broadcast journalism at Atlas University. Following graduation, she was able to begin her career as a local newscaster with WPSU-TV in Seattle, Washington, and rapidly advanced to national television. Noted for her quick wit and trenchant commentary, her name has since become synonymous with *Good Day, America!* Accepting the award at the National Convention of Broadcast Journalism held in Chicago, Ms. Szewczyk remarked, "I am so honored by this award that I'm at a total loss for words!" Who would ever have believed it?

8. What is the purpose of this announcement?
- a. to invite people to the National Convention of Broadcast Journalism
  - b. to encourage college students to study broadcasting
  - c. to recognize Ms. Szewczyk's accomplishments
  - d. to advertise a job opening at the *Hollsville County Times*
9. The expression "to become synonymous with" means
- a. to be the same as
  - b. to be the opposite of
  - c. to be in sympathy with
  - d. to be discharged from
10. What was Ms. Szewczyk's first job in journalism?
- a. She was a T.V. announcer in Washington.
  - b. She was a newscaster in Oregon.
  - c. She was an editor for a newspaper in Missouri.
  - d. She was a talk show host in Chicago.



**Diocese of Davenport**  
International Student Services Office

**REQUEST FOR RELEASE OF SEVIS DATA FOR SENIORS**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

DofD ID# OMA214F00032000

International Student Services has been informed of your admission to the \_\_\_\_\_ University or College. We are happy to transfer your I-20 to the above mentioned University or College of your choice. However, you need to make sure all the fees are paid in full before we will release your I-20.

Once you have made your final decision to attend \_\_\_\_\_ University or College, you will need to: 1. Sign the Student Release section below ("Student Signature"). 2. Give this form along with a copy of your admission letter from either \_\_\_\_\_ Undergraduate Admissions or Graduate Enrollment Services to your counselor at your current school and DSO at the Diocese of Davenport with a request to "transfer you out" in SEVIS to:

Diocese of Davenport  
F Program: OMA214F00032000

NOTE: We will not issue an I-20 until after your graduation and confirmation that all fees are paid in full.

Student Release: I grant permission for the release of the requested information to  
\_\_\_\_\_ University or College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY DESIGNATED SCHOOL OFFICIAL (DSO):**

1. Is the student in status? ☐ Yes ☐ No

2. Has the student had any practical training or academic training while at our school?  
• As high school students they are not allowed to do any practical training or academic training.

Anticipated date student data will be released in SEVIS: \_\_\_\_\_

Name / Title of DSC: Virginia Trujillo Signature: \_\_\_\_\_

Name of Institution: Diocese of Davenport Date: \_\_\_\_\_

Telephone: 563-888-4230 Email: [Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)



# DIOCESE OF DAVENPORT

## International Student Services Office

780 W. Central Park Ave. Davenport, IA 52804

PDSO: 563-888-4239

563-324-5842 fax

[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

Website: [www.davenportdiocese.org](http://www.davenportdiocese.org)

## Address Change

### Old Address:

Street	City	State	Zip Code
--------	------	-------	----------

### New Address:

Street	City	State	Zip Code
--------	------	-------	----------

Effective Date: \_\_\_\_\_

Will you be living with another host family or guardian? \_\_\_\_\_

\_\_\_\_\_  
Parent/Host Family Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*The student must reside at the address listed above or it will result in termination of F1 status with the Diocese of Davenport.

### *For PDSO/School Use Only*

Date notified of change: \_\_\_\_\_

Initial: \_\_\_\_\_

Date Received Signed document: \_\_\_\_\_

Initial: \_\_\_\_\_

Date Updated in SEVIS: \_\_\_\_\_

Initial: \_\_\_\_\_



# Diocese of Davenport

Office of Pastoral Services

Attn: Virginia Trujillo

780 W. Central Park Ave. • Davenport, IA 52804

563/888-4230 • 563/324-5811 fax

[trujillo@davenportdiocese.org](mailto:trujillo@davenportdiocese.org) • [www.davenportdiocese.org](http://www.davenportdiocese.org)

## INTENT TO TRANSFER TO ANOTHER F-1 SCHOOL OR UNIVERSITY/COLLEGE

**To the International Student:** Please complete Section A of this form or your current school can. Section B needs to be filled out by the PDSO at the Diocese of Davenport. A check or money order needs to be sent to the Diocese of Davenport for \$100 before transfer will be done (if within 1 year of attendance at the school).

**To the International Student Advisor:** Your assistance is appreciated in completing Section B below and returning this form by fax or mail to the address/fax number listed at the top of this page. The Diocese of Davenport Code for release purposes is: **OMA214F00032000 (Diocese of Davenport)**.

In accordance with U.S. Immigration regulations 8CFR214.2(f)(8), this certification is required before you may transfer to \_\_\_\_\_.

**Please ask the Designed School Official (DSO) at the school you are planning to attend to complete this form and return it, as soon as possible.**

### Section A: To be completed by the student & prospective school/University/College

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

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

Student INS admission # (listed in the corner of your I-20) \_\_\_\_\_

Name of school authorized to attend \_\_\_\_\_

Intended Address of school \_\_\_\_\_

Intended School Telephone# \_\_\_\_\_ Intended School Fax# \_\_\_\_\_

Person to Contact on SEVIS students: \_\_\_\_\_

Email of Contact person: \_\_\_\_\_ Intended School INS file# \_\_\_\_\_

How is your school listed in SEVIS? \_\_\_\_\_

### Section B: To be filled out by PDSO for the Diocese of Davenport:

Dates of attendance at current school: \_\_\_\_\_ to \_\_\_\_\_

Has this student maintained full-time status? \_\_\_\_\_ Has your school created this student's SEVIS file? \_\_\_\_\_

What is the student's transfer release date on SEVIS? \_\_\_\_\_

\_\_\_\_\_  
Signature of school official (PDSO or DSO)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of school official (PDSO or DSO)

\_\_\_\_\_  
Title



## **Diocese of Davenport**

### **International Student Services Office**

### **Frequently Asked Questions**

You've got questions? We've got answers! If we haven't answered them here, let us know. Save yourself a phone call by emailing us at [Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org).

#### **When should I apply to the Diocese of Davenport?**

You should apply as soon as possible. It is best to start early and have everything in order long before you are supposed to leave for the United States. Please follow the steps on How to Apply for F1 status.

#### **How to apply?**

Contact the school you want to attend to get your acceptance and interview with the administrator. After you have completed that we have specific forms and required documentation that is required before an I-20 will be issued. Instructions and forms needed to apply for admissions are found under "Forms" on the International Students heading on the Faith Formation library or you can contact Virginia Trujillo [Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org) or 563-888-4230 or fax 563-324-5811.

#### **Is there a fee to apply for F1 visa / I – 20?**

As of June 1, 2011 the Diocese of Davenport has implemented a processing fee per student of \$175.

#### **What other fees are there?**

We require \$300 to hold your place at the school you have been accepted too. This fee will be sent to the Diocese of Davenport with your application and financial information. We will then forward this money to the school and deduct \$300 from the tuition balance you are required to pay upon registration at the school. One year's tuition is required upon registration.

#### **What test do I have to take?**

We have an English Proficiency Test (separate one for elementary, middle and high schools, please see "Forms" on the International Students heading on the Faith Formation library page. The school administrator might have another assessment they will want you to complete. You can complete the tests at [www.transparent.com/tlquiz/proftest/english/tlengtest.htm](http://www.transparent.com/tlquiz/proftest/english/tlengtest.htm) for high school, upon completion please send us the result page.

#### **What education documentation do I need?**

Transcripts written in a language other than English must be translated into English at the student's expense.

#### **Is financial aid or parish member discounts available for international students?**

The Diocese of Davenport offers excellent value in private education. International students are not eligible for scholarships. Parish member discounts do not apply to International Students.



## Diocese of Davenport

### International Student Services Office

#### **What other documentation is involved in the admissions process?**

There are several documents you must submit for the admissions process to be completed. The documents that are required are found on the International Student Page, under Offices, Faith Formation. You must send all completed documents in the same envelope to the Diocese of Davenport, 780 W. Central Park, Davenport, IA 52804.

- Background Check Information
- Completed Application for Admissions with all required signatures
- Declaration of Finances with all required signatures
- Bank statement
- English Proficiency Test (elementary students, please fill out to the best of your ability, if high school complete in full)
- Acceptance Letter from requested school
- Copy of F1 Visa
- Copy of Passport
- Copy of I-94
- Copy of I-901 Fee Receipt
- 2 letters from English teachers
- Paragraph from student
- Paragraph from the parent
- Medical records or Certificate of Health
- F1 Responsibilities Form
- High School Driver's Education Permission Sign Off
- Liability Release Agreement Sign Off
- Medical Treatment Consent Sign Off
- Parental Consent Sign Off
- Permission to Travel Sign Off
- Photo Release Sign Off
- Rules for Students and Parents Sign Off
- Standards of Conduct Sign Off
- Terms of Participation in the Program Sign Off
- Transfer information ( if this applies)

#### **Do I need a visa to be a full-time student?**

YES! Once you are accepted, the I-20, Declaration of Finances, and financial statements needed to obtain your visa. IMPORTANT: wait for this documentation to arrive before coming to the United States! You will need to take these documents to the local American Embassy where a decision on granting you a visa will be made. The Embassy will be looking for a number of things including your financial ability to attend, and willingness to return to your country upon completing your studies (since you are applying for a non-immigrant visa). Entering the country on a tourist visa will stop you from becoming a full-time student. Please follow all procedures requested by the Diocese of Davenport and the Visa Officer on the American Embassy in your country.



## **Diocese of Davenport**

### **International Student Services Office**

#### **How do I obtain my visa?**

After you have submitted the appropriate documentation an I-20 Certificate of Eligibility for Nonimmigrant (F1) Student Status will be sent to you and you should make an appointment with the U.S. Embassy in your home country. (Please do this as soon as possible since it sometimes takes weeks to secure an appointment at the Embassy). You will need to take the I-20 and supporting financial documents with you to this appointment. You will be interviewed and a determination to issue you a student visa will be granted after considering:

- Do you have sufficient funds to support yourself in the U.S.?
- Do you have sufficient reasons to return to your home country? You are applying for non-immigrant visa and most are denied if the Consulate Officer suspects you will attempt to immigrate to the U.S.
- Do you have a legitimate offer of acceptance from a U.S. school?

If you are granted an F-1 student visa you should receive a stamp or sticker for your passport saying so. You may make your travel arrangements to arrive by the date posted on the I-20. Please note that an F-1 student cannot work while in high school.

If you have difficulties at this point please call the Diocese of Davenport and we will try to help you.

#### **What is an I-901 fee?**

This fee went into effect September 1, 2004 by Immigration. New students and exchange visitors with a Form I-20 or Form DS-2019 issued on or after September 1, 2004 are subject to the fee. This is a \$100 fee which can be paid by mail using form I-901 together with a check or money order or paid electronically via the Internet and using a credit card. Please visit <http://www.ice.gov/sevis> for more information regarding this fee.

#### **What do I need at the Port of Entry?**

At the port of entry you will need your passport, visa, I-20 and evidence of financial support. The immigration official will give you an I-94 white card that shows your date/place of entry and alien status as an F-1 student. You will be given an eleven digit admissions number. The official will take the school copy of your I-20 and return the endorsed student copy to you. Make sure they return both the white card and I-20 student copy to you. If you have difficulties at this point call the Diocese of Davenport immediately and we will try to help you.

#### **What kind of travel arrangements should I make?**

The Immigration and Naturalization regulations allow for the student to arrive no sooner than 30 days prior to the date posted on the I-20 under section 5. The closest international airport to most of our schools is in Moline, Illinois. This is located just 15 minutes by car, taxi, or limo. Flights can also be booked to O'Hare International Airport in Chicago, Illinois. A bus/limo are available to take you from O'Hare to Davenport and/or Moline, Illinois.

When you arrive please take your documents to the school office and register. They will need to make copies of your documents.





## **Diocese of Davenport**

### **International Student Services Office**

#### **How soon can I come to the United States after being granted and F1 visa?**

No more than 30 days prior to the program start date.

#### **What do I need to do if I can not attend school by the program start date?**

Notify the PDSO immediately. If the program start date has passed, we will not be able to defer your attendance. You will need to get a new Form I-20. While it is possible that the POE (Port of Entry) will allow the student to enter after the program start date, if the record has been cancelled, the DSO will not be able to activate it. The student will have to leave and reenter with a new Form I-20 or apply for reinstatement. Students, who cannot arrive by the program start date, must contact us, defer their program start date, and get a reprinted Form I-20.

#### **What do I do when I arrive on campus?**

You need to report to the school office immediately upon arrival. You are required to arrive on campus within 30 days of your admission at the POE. You will need to provide our original I-20 with 3 signatures (PDSO, student, and parents), VISA, I-94, and Passport. The school office will need to make copies of these documents and send them to the Diocese of Davenport.

#### **What is maintaining status?**

Once a non-immigrant student starts a program in the United States, the student must comply with the terms and conditions of their F-1 visa.

- Maintaining Status: complying with these regulatory requirements is referred to as maintaining status.
- Out-of-status: students who fail to meet any of the regulatory requirements are potentially out of status.

#### **What if I change my addresses, guardians or host family?**

The school office and International Student Advisor needs to be notified within 10 days. There is an Address Change form in packet or you can get from the school.

#### **If I move from one host family to another host family do I have to do anything?**

Yes, you need to give the school and our office the new address and phone number. This information needs to be updated in the Immigration program SEVIS. Failure to report this information could result in deportation. Please fill out the Address Change Form.

#### **Am I required to live at the address I listed on my application form?**

Yes, this is required that you maintain your residence with the host family you listed on your application. If you have moved you need to fill out an Address Change Form and report it to the school and the PDSO. We and the school reserve the right to visit your residence to insure you are living where you listed on your application form. Failure to follow these procedures will result in termination of your I-20.

#### **Can I work while attending your school?**

No, we do not allow you to have a job while attending our school system.



## **Diocese of Davenport**

### **International Student Services Office**

#### **Can I travel outside of the United States on my I-20?**

Regulations allow F and M students in good status to travel outside of the United States, and to reenter the country without jeopardizing their non-immigrant status. The only restrictions on such travel are as follows:

- The student needs a Form I-20 with current information that is signed by the P DSO on pages one and three allowing travel outside of the United States
- The student's visa and passport must still be valid at the time the student reenters the United States (this means that the expiration date on the student's visa has not passed at the time of reentry).

#### **What do I do if I want to transfer to another school?**

- Contact the school immediately
- Intent to Transfer form needs to be filled out complete (found under Forms)
- The school you want to attend needs to contact our office.
- All fees due to the current school need to be paid
- The school you will want to attend needs to be a SEVIS approved school
- Need to apply for enrollment at the school you want attend
- Student needs to be in good status
- Have a proof of acceptance to the other school
- Pay a transfer fee of \$100 to the Diocese of Davenport (if transferring within 1 year of arrival date)

#### **What Application Process and Guidelines do I need to know?**

Once you are accepted, our schools will send me an acceptance letter. Once I receive the required documentation (forms), I will then issue an I-20 and send to you with the supporting documents you need to take to your consulate appointment. Many consulates require fee payments to local banks that will give you a receipt for fee payment (I-901). Interviews are required, so check to find out if you need to make an appointment.

#### **What documents are required for the visa?**

- SEVIS I-20, issued by the Diocese of Davenport
- An application Form DS-156, available from the consulate or at [www.travel.state.gov](http://www.travel.state.gov)
- Form DS-158, available from the consulate or at [www.travel.state.gov](http://www.travel.state.gov)
- Males between the ages of 16 and 45 must complete Form DS-157, available from the consulate or at [www.travel.state.gov](http://www.travel.state.gov)
- A passport valid for least six months after entry into the United States
- One photograph [www.travel.state.gov](http://www.travel.state.gov) has current photo requirements
- A receipt for visa processing fee, information available from the consulate or at the specific consulate website
- Financial documentation supporting study in the United States, as indicated on the I-20 or DS-2019.
- Acceptance letter from the school you are attending



## **Diocese of Davenport**

### **International Student Services Office**

#### **When should I apply?**

Because of a personal interview may be required of most visa applicants, you should learn about the process at the particular post where you'll apply and make an appointment in advance. The appointment date should be a time when the documents listed above will be in hand. Security measures are in place, so the earlier you go the better. Also, you want to make sure you'll have the visa before the semester of admission.

#### **When should I set the appointment with the Consulate?**

It is best to contact the Consulate office upon your acceptance to our school to see how long the wait is for an interview. You can not go to the consulate appointment without your I-20, Declaration of Finances and bank statement from the Diocese of Davenport. We suggest you check the closet Embassy/Consulate office websites for new procedures and length it takes to get an appointment.

#### **What should I do if my visa application is denied?**

Some visa applicants may be able to overcome a visa application denial. The U.S. Department of State has useful information on its Web site regarding visa denials, see [www.travel.state.gov/visadenials.html](http://www.travel.state.gov/visadenials.html) for more information. If you visa is denied the PDSO at the Diocese of Davenport needs to be contacted immediately.

#### **Tuition & Common Expenses**

##### ***How much will it cost?***

The cost of attending school in the United States varies widely by school, from approximately \$2450-\$5310 for high school and \$1200-\$4300 for elementary school per year for tuition (does not include other fees). You must also consider the cost of books, living expenses, health insurance (recommended). Before enrolling at a one of our schools, you will be required to show proof of financial support. This means having enough money to pay for one full year of tuition. Health insurance can also be a major expense.

#### **Balancing School and Sports**

##### ***Are sports scholarships available to international students?***

Contact the school for more information about scholarship availability. Because of telephone calls from foreign countries can be expensive; it's wise to use the Internet for your research. We have a link to each one of our schools on the International Students home page.

#### **How can international students balance athletics with schoolwork and academic life?**

Many international students' athletes face language and cultural challenges upon arriving at our schools. Programs, as well as academic and athletic support is available at our schools and will assist student athletes with adjusting to their new environment. Many athletic departments offer tutoring and mentoring services to assist athletes with the transition. Check with a counselor for more information.

#### **Planning Your Stay:**

##### ***Are you getting your answers?***

You've decided to study in the United States. Now what steps do you take to ensure the transition goes smoothly? Follow the instructions in the link How to apply and it should be able to provide you with the information you need.



## **Diocese of Davenport**

### **International Student Services Office**

#### **Travel Tips:**

##### **Do you have everything you need for traveling?**

Plan ahead, and make your travel plans as soon as possible. Be sure to arrange for transportation to our school. Clearly label all your baggage, and carry important documents, such as your passport, with you at all times. Most of our schools will ask you to arrive approximately one week before classes start to attend orientation and to become familiar with the campus.

##### **Tests and Grading**

The U.S. system of education differs from what you're accustomed to in your native country. The types of exams administered, the academic calendar, and the grading system will seem unusual to you at first. Make an effort to understand the education system and your transition to academic life will be more comfortable and less overwhelming.

##### **Academic Calendars**

A majority of American schools operate under the semester system – approximately 15 weeks of class. Classes and exams occur during two separate semesters. Generally, fall semester begin in late August and ends in mid-December. The spring semester begins in early January and ends in late May.

##### **Exams**

The tests you'll take in the U.S. will vary by school and class. Large classes will usually include multiple-choice tests capable of being quickly graded. Smaller classes will feature tests that have a mixed format of multiple choice and short answer questions, along with one or two more in-depth essay questions.

##### **Grading System**

Most schools in the United States uses the following five letter grading system:

A = Excellent

B = Good

C = Average

D = Below Average

F = Failing

At the end of each quarter, the letter grades will be given in a report card. You will receive progress reports half way through the quarter to show how well you are doing and how you might improve if needed.

##### **What are the customs?**

**Names** – In many countries, when people give their name, they refer to themselves using their last name. In the United States, however, people generally refer to themselves using their first name. On the first day of class, teachers will introduce themselves and will tell you how they'd like to be addressed, as well.

**Culture shock** – It is common for people living far away from home to experience culture shock, but it doesn't have to spoil the experience. If you find yourself feeling homesick, call a friend at home or go to your school's counselor. Culture shock is a normal part of living in a new environment, so do not be alarmed.



## **Diocese of Davenport**

### **International Student Services Office**

## **Foreign Students – Tips for U.S. Visas**

The Immigration and Nationality Act provides two nonimmigrant visa categories for persons wishing to study in the United States. The “F” visa is for academic studies, and the “M” visa is for nonacademic or vocational studies.

### **IMPORTANT INFORMATION**

#### **Background Requirements**

Changes in U.S. immigration law, effective November 30, 1996, require that no alien may be issued an F-1 visa to attend a U.S. public elementary or middle school (K-8). Any alien who wishes to attend public high school (grades 9-12) in the United States in student visa (F-1) status must submit evidence that the local school district has been reimbursed in advance for the unsubsidized per capita cost of the education. Also, attendance at U.S. public high schools cannot exceed a total of 12 months. Please note that these changes do not affect other visa categories such as the J-1 exchange visitor program or the qualified school-age child of an alien who holds another type of nonimmigrant visa (i.e., A, E, H, I, L, etc.).

No alien may be issued an F-1 visa in order to attend a publicly-funded adult education program.

#### **Scholastic Preparation**

The student visa applicant must have successfully completed a course of study normally required for enrollment. The student, unless coming to participate exclusively in an English language training program, must either be sufficiently proficient in English to pursue the intended course of study, or the school must have made special arrangements for English language courses or teach the course in the student's native language.

#### **Financial Resources**

Applicants must also prove that sufficient funds are or will be available from an identified and reliable financial source to defray all living and school expenses during the entire period of anticipated study in the United States. Specifically, applicants must prove they have enough readily available funds to meet all expenses for the first year of study, and that adequate funds will be available for each subsequent year of study. The M-1 student visa applicants must have evidence that sufficient funds are immediately available to pay all tuition and living costs for the entire period of intended stay.

#### **Acceptance Form**

An applicant coming to the United States to study must be accepted for a full course of study by an educational institution approved by the Bureau of Citizenship and Immigration Services in the Department of Homeland Security (BCIS). The institution must send to the applicant a Form I-20 A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students. The nonacademic or vocational institution must send to the student a Form I-20 M-N, Certificate of Eligibility for Nonimmigrant (M-1) Student Status For Vocational Students. Educational institutions obtain Forms I-20 A-B and I-20 M-N from the BCIS.

#### **Visa Ineligibility / Waiver**

The nonimmigrant visa application Form DS-156 lists classes of persons who are ineligible under U.S. law to receive visas. In some instances an applicant who is ineligible, but who is otherwise properly classifiable as a student, may apply for a waiver for ineligibility and be issued a visa if the waiver is approved.



## **Diocese of Davenport**

### **International Student Services Office**

#### **Applying for a Student Visa**

Select **Applying – Student Visas** and review the section, **When Do I Need to Apply for My Student Visa to find out very important information about timeframes for applying for your student visa.**

Applicants for student visa should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be move difficult to quality for the visa outside the country of permanent residence.

#### **Required Documentation**

Each applicant for a student visa must pay a nonrefundable US \$100 application fee and submit:

- 1) An application Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157. A separate form is needed for children, even if they are included in a parent's passport. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Application Forms.
- 2) A passport valid for travel to the United States and with a validity date as least six months beyond the applicant's intended period of stay in the United States. If more than one person is included in the passport, each person desiring a visa must make an application;
- 3) One (1) 2x2 photograph. See the photo format explained in nonimmigrant photograph requirements.
- 4) For the "F" applicant, a Form I-20 A-B. For the "M" applicant, a Form I-20 M-N.
- 5) Evidence of sufficient funds.

#### **Other Documentation**

Student visa applicants must establish to the satisfaction of the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they will depart the United States when they have completed their studies. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

#### **U.S. Port of Entry**

Applicants should be aware that a visa does not guarantee entry into the United States. The Directorate of Border and Transportation Security has authority to deny admission. Also, the period for which the bearer of an exchange visitor visa is authorized to remain in the United States is determined by the Directorate of Border and Transportation Security, not the consular officer. At the port of entry, a Directorate of Border and Transportation Security official validates Form I-94, Record of Arrival-Departure, which notes the length of stay permitted.

#### **ReEntry for F1 NonImmigrants Traveling outside the United States for five months or less**

This applies to continuing F1 students who travel outside the U.S. for five months or less. Students should consult their Designated School Official (DSO Virginia Trujillo) prior to traveling. Your DSO generally works in the International Students Office. You must have a current SEVIS form I-20 endorsed for travel and your DSO needs to be able to verify that your SEVIS record is accurate and up-to-date.



## **Diocese of Davenport**

### **International Student Services Office**

#### **Additional Information**

##### **Employment**

An F-1 student may not accept off-campus employment at any time during their time of study in the Diocese of Davenport schools.

##### **Expired Passport or one that will expire in less than six months**

You must renew your passport before reentering the United States. In most cases, to enter the U.S. you must have a passport that is valid for at least six months after the date you enter or reenter.

Try to keep your passport current at all times. You need to determine your country's requirements for renewing passports as well as the time it will take. Many countries will allow you to renew your passport while in the United States. The other alternative is to renew your passport when you return home for a visit.

You might want to delay leaving the U.S. until you have renewed your passport. You will not be able to reenter the U.S. without a valid passport.

If your expired passport has a valid visa, you can still use it if you kept the old passport. Present the old passport, along with the new passport when you reenter the country.

**As a continuing student, will I need to pay the SEVIS I-901 fee if I travel outside the U.S.?**

No

##### **Further Inquiries**

Questions on how to obtain Forms I-10 A-B and I-20 M-N should be made to the educational institution. If the institution does not have the forms, you need to contact the local BCIS office. Questions on visa application procedures at the American consular offices abroad should be addressed to that consular office by the applicant.

General visa questions may be directed via email to the State Department. Due to the volume of inquiries, Visa Services cannot promise an immediate reply. Inquiries on visa cases in progress overseas should contact the appropriate U.S. Embassy or Consulate handling your case.



## Diocese of Davenport

International Student Services Office

### Important Immigration Reminders

In order to legally remain in the United States, you must:

- Maintain a valid passport.
- Attend the school you are authorized to attend (the school INS last authorized for attendance or the school that has processed a transfer with the INS).
- Pursue a full-course of study and make normal progress towards the completion of the course of study.
- Apply for extension of program before the expiration date on the current I-20.
- Follow INS procedures for transferring from one school to another. You can not leave our school on our I-20 without correct documentation from the Diocese of Davenport and the school you are transferring too. We need a month notice to the Diocese of Davenport of this change. The school you are transferring to needs to contact the Diocese of Davenport. You will **NOT** be able to go to the transfer school until all fees are paid in full to the current school. Contact needs to be made between the Diocese of Davenport and the approved F1 transfer school.
- Report a change of address to the school and Diocese of Davenport immediately.
- You are **NOT** eligible to work while enrolled in the Diocese of Davenport school system.

**Failure to follow the federal regulations on which the previous requirements are based on have a number of negative consequences. If you do not follow them, you may:**

- Have to apply for reinstatement to your original status, which requires a fee and months of waiting for a decision.
- Be ineligible to re-enter the U.S. until you get a new visa in your own country.
- Be ineligible to change to another non-immigrant status
- Be ineligible to adjust status (“get a green card”)





## Diocese of Davenport

### International Student Services Office

## Your Responsibilities in maintaining F1 status

F1 student is admitted to the United States in F-1 status for a period known as “duration of status” (D/S). It is extremely important for a nonimmigrant to maintain his/her status while in the United States. Failure to maintain the terms and conditions of nonimmigrant status is a ground for removal from the United States (deportation) under I.N.A.

### To maintain F-1 status, a student must:

- Report to the school office for Initial Registration. The school will contact the Diocese of Davenport that you have arrived. When registering at the school you need to provide all paperwork that is requested and the school will send proper papers to the Diocese of Davenport.
- For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must intend to attend.
- Pursue a “full course of study” at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks, or unless approved under a specific exception, in advance, by Virginia Trujillo.
- Make normal progress towards completing the course of study, by completing studies before the expiration of the program completion date on Form I-20.
- Keep Form I-20 valid by following paper procedures for transfer of schools. If wanting to transfer to another school, Virginia Trujillo needs to be contacted immediately with the school name, location and phone number. Our office will need to transfer out the student and the new school will do a transfer in process to make sure the student is followed in SEVIS correctly. An Intent to Transfer form is required. If this is not followed completely, it could result in deportation by BCIS. A check for \$100 and Transfer form need to be submitted before a transfer will take place.
- Abide by the F-1 grace period rules, including remaining in the U.S. for no longer than 60 days after completing a full course of study, unless prior to completing the course of study the student has followed procedures for school transfer.
- **Report a change of address to Virginia Trujillo and school office immediately of the change, so that SEVIS can be updated. You need to be living where your I-20 says you are living, if you are not doing so, it will result in termination of your I-20 F1 status.**
- Abide by rules requiring disclosure of information and prohibition of criminal activity.
- Not work, either on or off-campus.

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563-888-4230

[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)

\*call for appointment if you are visiting our office