

BRENTWOOD CHRISTIAN SCHOOL

Admissions Checklist for Non-U.S. Residents

Applicants who are non-U.S. citizens (with less than three years U.S. residency) are required to submit the following items to the Admissions Office of Brentwood Christian School:

- Completed application form
- Non-refundable application/registration fee made payable to BCS (Brentwood Christian School)
 - \$450 (grades K-5) – must be under guardianship of immediate family
 - \$475 (grades 6-8) – must be under guardianship of immediate family
 - \$500 (grades 9-12)
- Signed Request for Records Form to facilitate the transfer of transcripts
- Transcripts: Copies of the last two completed grade levels and the current grade level to date
- Copies of the most recent achievement test results (if applicable)
- English Proficiency Exam results (grades 6-12) - this must be an official score report
- Completed admissions testing
 - Grades K-5: Applicants must take the Basis Admissions Test on the BCS campus
 - Grades 6-12: Applicants must take the ISEE (Independent School Entrance Exam administered through the Educational Records Bureau) within the last year
- Written recommendations
 - Grades 2-5: Current principal and current teacher (not required for Kindergarten or First grade)
 - Grades 6-12: Current principal, current teacher, and a minister or other character reference
- Completed Health Examination Form
- Copy of immunization records, translated into English
- Completed TAPPS forms
- Copy of birth certificate or passport
- Copy of the notarized letter of guardianship
- Upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the Secondary Principal

Additional information regarding the checklist:

Application - Student must be the appropriate age for the grade in which they are making application. International students applying for grades K-8 must be in the States under guardianship of their immediate family.

Transcripts - Copies of the last two completed grade levels and the current grade level to date. Completing the Request for Records Form will facilitate the transfer of the transcripts. The transcript is to be translated into English and accompanied by a Certificate of Licensed Translation. The number grades should be recorded as letter grades as well; example: 96=A. No grade below 75 in a core class or 70 in any class will be accepted.

English Proficiency Test - All applicants must be proficient with the English language. We do not offer any ESL classes. Applicants for grades 6-12 must complete an English proficiency test if he/she has been a U.S. resident for less than three years. Exam options include: SLEP (Secondary Level English Proficiency test), TOEFL (Test of English as a Foreign Language), or local proficiency testing given through the Texas International Education Consortium/Texas Intensive English Program at the University of Texas campus (contact 512-477-9283 ext. 137). Please make arrangements with the testing facility to have the results sent directly to Brentwood.

Admissions Testing is required for all applicants. Results of the ISEE test must be submitted as part of the application process. This test is administered in several foreign countries, more information can be found at www.iseetest.org or by calling 1-800-446-0320. Please enter Brentwood's code, **440318**, when registering on-line or by mail. If Brentwood's code is submitted by the applicant when registering for the test, the results will be sent directly to the school.

Written Recommendations – The contact information for the referred individuals is provided by the applicant on the enrollment application. Please be sure to provide accurate contact information for these references. The Admissions Office will send the Recommendation Form directly to the references listed on the application. Applicants are encouraged to notify the individuals listed on the application to be aware that the recommendation forms are being sent for their prompt completion. Two references must be returned before an interview is scheduled with the principal.

Health Examination Form - A complete medical checkup is required of all new students. Doctors can complete the Health Exam Form for an exam conducted in the last 12 months. An athletic physical is required of all athletic team members.

TAPPS forms must be completed and signed regardless of the intention to play in athletic sports.

Letter of Guardianship must be provided to the school:

- Please be aware that Brentwood Christian School does not arrange for guardianship or home families
- Guardianship is the sole responsibility of the applicant
- A guardian (age 23+) must be appointed who will provide the following guardianship responsibilities:
 - Documentation must be provided by student showing proof of guardianship
 - Student must live with guardian while attending Brentwood Christian School
 - Guardian will be responsible for student being at school every day on time
 - Guardian will be responsible for working with Brentwood Christian School should any problems arise and will accept responsibility for any emergencies, etc.

A personal interview with the principal is required at Brentwood Christian School. The host family or guardian must attend the interview as well. In some cases we may allow a teleconference interview to take place.

Acceptance - An applicant will be notified of their acceptance into Brentwood Christian School by a letter, phone call from the Secondary Office, or a discussion in the interview with the Secondary Principal.

- Upon acceptance to Brentwood Christian School, an I-20 will be issued
- Tuition must be paid in full when the student is accepted for admission prior to the first day of school
- Enrollment Contract – Upon acceptance, an enrollment contact must be signed by the parent or financially responsible party