



# UNION HIGH SCHOOL

Foreign Exchange Student  
Application Packet

6636 S. Mingo Road  
Tulsa, OK 74133  
(918) 357-7169

**John Chargois**  
**Class Principal**

# UNION PUBLIC SCHOOLS

## FOREIGN EXCHANGE STUDENT APPLICATION

### School Board Policy

### 5510. Foreign Exchange Students

Foreign exchange programs are a source of enrichment for local families, the participating students and Union Public Schools. Union High School welcomes these participants every year and desires for them to have a successful and meaningful year of learning the culture and language. The following admission policies apply to all foreign exchange students seeking to enroll in Union Public Schools.

- A. No more than eight (8) students from foreign exchange programs will be enrolled in Union Public Schools during a school year.
- B. No Union High School diplomas will be awarded to foreign exchange program students since state requirements encompass a four-year educational program.
- C. Student must be in excellent academic standing and be classified as a senior, or completing his/her last year of high school.
- D. Student must have adequate English skills to handle all academic work at the high school level without special assistance.
- E. Only those students who have J-1 visas, issued pursuant to Paragraph (a)(15)(J) of Section 1101 of Title 8 of the United States Code, which hold the sponsoring organization responsible will be considered for enrollment. In addition, all health, academic and discipline records must be valid, up to date and in good standing.
- F. The application to request enrollment into Union Public Schools as a foreign exchange student must be completed by June 1 and submitted to the Union High School principal. Applications are available on the district web site.

Adopted 1/16/06  
Revised 12/10/07

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- I. Foreign Exchange Student Agencies - Agencies whose students are to be considered for admission to Union High School must meet the following requirements and complete the Sponsor Application and Student Forms no later than June 1. (See also-Foreign Exchange Student Enrollment Checklist and Foreign Exchange Student Data Sheet)
  - A. Agree in writing that they understand and will adhere to our policy and regulations.
  - B. Provide a local (residing in Tulsa) representative from their national agency who will be available to meet as needed.
  - C. Provide information about their agency to include:
    1. U. S. State Department approval, pamphlets, names, addresses, and telephone numbers of national, regional, and district representatives for future contact by school personnel.
    2. The name, address, and telephone number of a knowledgeable, current representative.

3. The name, address, and telephone number of the local representative, change of local representative must be approved by the Union High School Principal.
- D. Submit all materials for review to the Principal at Union High School.
    1. Union High School will mail letter of approval/decline to representative.
  - E. The local representative must be prepared to assist student host families and school personnel with all problems and situations involving the placement and progress of the student. In addition, the local representative must visit the school in person to discuss the student's enrollment and placement. The local representative may not serve as the host family for the foreign exchange student.
- II. Admission of Foreign Exchange Students - The sponsoring agency must provide the following assurances and minimum information about each student whom they wish to enroll for the subsequent school year, no later than June 1.
- A. Students must be 16 through 19 years old by September 1 of the school year in which they plan to attend Union High School.
  - B. Documentation that the student is an above average academic achiever as evidenced by a current official transcript written in English. The records must include the name of each class taken, the number of hours per week it met, and for how many months.
  - C. Evidence of good health and current record of immunizations:
    1. Proof of immunizations currently required by State Law in Oklahoma. (Reference -<http://www.health.state.ok.us/program/imm/factsheet.html>)
    2. Confirm with the U.S. embassy or consulate what immunization(s) are required before entering the United States.
  - D. Be able to assure that each student will be living with a responsible adult sponsor(s) who is a legal resident of Union Public Schools. The sponsor must be available and willing to meet with school personnel if and when deemed necessary.
  - E. Be able to assure that each student will comply with the attendance, conduct, and academic standards of Union High School.
  - F. Be able to assure that arrival dates will be arranged to coincide with the first day of the first semester so students can be in attendance. There will be no students enrolled the second semester.
  - G. Only agencies which satisfactorily complete the requirements will be approved for placement of foreign students at Union High School.
  - H. Students will not be offered nor provided any special services such as "English Language Learner" or Special Education classes, and thus, must be well enough prepared to have a successful educational experience in our school district. Students who fail to comply with the requirements listed above may be placed on probation and/or discontinued in the foreign exchange student program at Union High School.
  - I. Evidence of medical insurance coverage - students must provide evidence of full health insurance coverage through either their host family or their student exchange program. The insurance coverage must be acceptable in both the United States and the State of Oklahoma.
- III. Placement of Foreign Exchange Students
- A. Students will normally be placed at the grade level which most closely corresponds to their grade level in their home country and assigned to the senior office.

- B. It must be recognized that placement of students within Union High School will depend upon:
1. The student load of regular students within Union High School.
  2. Foreign exchange students would not be eligible for placement in District alternative programs.
  3. A limit of one per country per school per agency on a first-come first-served basis of those students meeting the requirements.
  4. A limit of one per agency per school on a first-come, first-served basis of those students meeting the requirements.
  5. If a student accepted to enroll at Union High School is unable to attend, there is no guarantee that the next student with that agency will automatically be enrolled at Union High School. There will be no consideration of an alternate student, unless he/she has met the established deadline of June 1. There will be no new students accepted the second semester of the school year.
- C. An honorary diploma will not be awarded to any Foreign Exchange Students nor will they be allowed to participate in the graduation ceremony.

Foreign student placement agencies are reminded that these criteria are for the student's protection and benefit as well as that of Union High School.

# UNION HIGH SCHOOL

## Foreign Exchange Student Sponsor Application

I, \_\_\_\_\_ herewith certify that the organization I represent \_\_\_\_\_ will comply with the regulations as set forth in the Foreign Exchange Student Application Packet, and is in good standing with CSIET for as long as my organization wishes to place foreign students at Union High School. I understand that failure to comply will result in my organization being deleted from Union High School's list of approved organizations. I understand further that failure to comply with the preceding regulations will mean the student, who is my responsibility, will not be accepted.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward this completed form to:

John Chargois  
Class Principal  
Union High School  
6636 S. Mingo Road  
Tulsa, OK 74133  
Office: (918) 459-5501  
Fax: (918) 459-5556

**DEADLINE: June 1st**

# UNION HIGH SCHOOL

## Foreign Exchange Student Data Sheet

Student Name: \_\_\_\_\_ Country \_\_\_\_\_

Organization: \_\_\_\_\_

Host Family \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Local Representative \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Regional/National Rep. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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John Chargois  
Class Principal  
Union High School  
6636 S. Mingo Road  
Tulsa, OK 74133

Office: (918) 357-7169

Fax: (918) 357-7256

DEADLINE: June 1st

# UNION HIGH SCHOOL

## Foreign Exchange Student Enrollment Checklist

Deadline: June 1

Start Date: Fall 20 \_\_\_\_\_

Students Name \_\_\_\_\_ DOB \_\_\_\_\_ Country \_\_\_\_\_

Program \_\_\_\_\_ Local Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Host Family \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

*Please attach the following items:*

- High School Transcript (English Translation including # hrs./week)
- High School Discipline Records (English translation)
- Health/Immunization Records (English translation)
- Student written biography: write about self, siblings, parents, & family.
- Proof of Full Health Insurance Coverage Acceptable in the U.S.A. and Oklahoma

*I have read and understand Union Public School's board Policy # 5510, as well as Union High School's Foreign Exchange Student guidelines, that accompanies this packet.*

\_\_\_\_\_  
Organization Coordinator Signature

Final Approval for enrollment at Union High School by:

\_\_\_\_\_  
Class Principal - Union High School

\_\_\_\_\_  
Date