

REPLACEMENT GUIDELINE - VOL. 26, NO. 2

STUDENT AND EXCHANGE VISITOR PROGRAM

The Corporation shall use the following procedures established for the Student and Exchange Visitor Program (SEVP) by the United States Department of State (DOS) and the Department of Homeland Security (DHS) when selecting and enrolling all Foreign National students with a J-1 Visa as Foreign Exchange Students.

- [] The __Superintendent_____ is responsible for petitioning the U.S. Immigration and Customs Enforcement (ICE) for certification of the school as an SEVP-certified school

OFFICE OF THE SUPERINTENDENT
SCHOOL CORPORATION

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The ___ Superintendent _____ is responsible for submitting the information requested by the U.S. Immigration and Customs Enforcement (ICE), the principal investigative arm of the DHS, so that District's status as a SEVP-certified school can be maintained. This required information will be submitted via the Student and Exchange Visitor Information System (SEVIS), which is maintained by ICE).

The __ Superintendent _____ is responsible for filing Form I-17 with ICE to secure recertification for the school every two (2) years.

Sponsoring Exchange Organizations

The District will authorize those non-profit organizations that are designated as sponsoring exchange organizations by the U.S. State Department, or affiliates thereof, as sponsors of foreign exchange students. Documentation of the non-profit organization's status as a current DOS-designated sponsoring exchange organization should be submitted annually, but will be required in any year when the organization seeks to place a foreign national student in one of the District's schools.

Selection

- A. The sponsoring exchange organization shall be responsible for issuing certificates of eligibility to participants for use in securing their U.S. nonimmigrant J-1 Visa.
- B. The sponsoring exchange organization shall provide assurance that student participants selected shall have sufficient knowledge of English to enable them to benefit from instruction in an English-speaking educational environment without the use of an interpreter or the need for LEP services.
- C. The sponsoring exchange organization shall submit requests to admit foreign exchange students to the principal of the school in which the student would enroll not later than __June 30____.
- D. No more than five (5) students from any designated sponsoring exchange program shall be enrolled in a District secondary school.

- E. The sponsoring organization shall be responsible for the selection of the host family(s) and shall document, prior to enrollment, that a host family has been established.
- F. Agreements between the sponsoring organization, the student's parents, and the student must clearly delineate the sponsoring organization's rules as well as costs and refund policies and must be submitted at the time of enrollment. The District shall provide copies of the Student Handbook which shall be a part of such agreements.
- G. The principal shall send written acceptance of the student to the sponsoring exchange organization and the student by the date agreed upon by the sponsoring exchange organization and the District.

Enrollment and Other Conditions

- A. The sponsor shall provide evidence of proper immunization and medical insurance coverage for the student.
- B. The principal shall designate a member of the faculty or school administration as the student's advisor during his/her stay at the school. The advisor shall serve as liaison between the school and host family, school and sponsor, student and student body, and the school and community.