



# NOTRE DAME HIGH SCHOOL

Member of the Middle States Association of Colleges and Secondary Schools

3417 Church Road, Easton, PA 18045 (610) 868-1431 Fax: (610) 868-6710

[www.ndcrusaders.org](http://www.ndcrusaders.org)

## INTERNATIONAL STUDENT ADMISSIONS PROCESS

1. **International students MUST be sponsored by an Agency** (the Agency must have all Diocesan required documents on file at Notre Dame) in order to apply for admission, and to attend Notre Dame High School. Please see our website for a list of Agencies who partner with Notre Dame.
2. **The applicant must submit the Agency's application or the Notre Dame application** (Click on "Admissions" on the ND webpage) **to his/her sponsoring agency**, along with:
  - **\$300 non-refundable Application fee** (Agency forwards agency check to Notre Dame)
  - **Transcripts** (final transcript should be submitted by student at Orientation)
  - **Copy of Passport** (SEVP regulation)
  - **Copy of Visa** (**must be presented upon arrival at school**). (SEVP regulation)
  - **Immunization record, including updated immunizations complying with Pennsylvania State Guidelines.** Pennsylvania immunization requirements are **posted on the ND website**, and is sent along with the acceptance letter. ***Pennsylvania State Regulations prohibit students from attending school who are not fully immunized.***
  - **Toefl/Eltis scores** (Students MUST be English proficient, as will be indicated on the I-20)
  - **Letters of Recommendation** from an English teacher and other Academic Teacher
  - **Medical insurance card** (Students are required to have medical insurance – **a copy of the Insurance card is not required with the application, but must be presented upon arrival at school.**)
  - **Financial statement** indicating that parents have the financial resources to ensure payment for the length of the program (SEVP regulation).

*\*\*International Transfer Students: International students transferring from another American school for the Spring or Fall Semesters, should submit the same documents/application fee as listed above.*
3. **The sponsoring agency should forward all required documents listed above** to Mrs. Kelly Weber, International Student Program Coordinator, at [kweber@ndcrusaders.org](mailto:kweber@ndcrusaders.org). (Please use the checklist above to ensure that all forms have been submitted).
  - **The \$300 non-refundable application fee** (agency check made payable to Notre Dame High School, Inc.) **should also be forwarded with the application, etc.** **A skype interview will be scheduled (through the sponsoring agency) to make the final determination regarding acceptance.**
  - A letter of acceptance or deferral will be forwarded to the Agency. The Agency will forward the acceptance (which includes the Summer Online Transition Course information) or deferral letter to the student.
4. **Upon receipt of an Acceptance letter** :
  - The sponsoring agency should submit the **\$800 Enrollment deposit to Mrs. Lisa Beltz, Finance Director, made payable to Notre Dame High School, Inc.** (The \$800 Enrollment deposit *should be submitted as soon as possible after receipt of the Acceptance letter to ensure placement.*)
  - **The \$800 enrollment deposit will be directly applied to the tuition.**
5. **Upon receipt of the \$800 Enrollment deposit (officially enrolling the student) the following will transpire** :
  - An I-20 will be created and submitted to the student through the sponsoring Agency.
  - An invoice will be forwarded to the sponsoring agency for the balance of the tuition. **The tuition is due by July 1, 2021.**

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