



## Woodside International School

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### How to Apply to Woodside if You Need a Student Visa

- 1) Complete the application form showing your home address, phone and fax numbers. If you have a representative in the U.S., give the name and address on the application form also.
- 2) Send us the Application form with the following:
  - ❑ Application fee of \$70 (a cashier's check or personal check)
  - ❑ Transcript of grades – at least two years – with English translation if necessary.
  - ❑ A written letter of recommendation from the principal or teacher who has known the student for the latest year. The person recommending the student must state in what capacity she/he has known the student, and comment on the student's academic and social development, discussing any difficulties the student may have had.
  - ❑ A photocopy of the student's passport, identification card or birth certificate.
  - ❑ A copy of the student's immunization record.
  - ❑ Bank reference indicating sufficient funds.
- 3) We will notify you if you are accepted. Following acceptance, send your International Student Fee of \$2,045, and we will prepare an I-20 Form for you typically within 2 business days. Please arrange for someone to pick it up or provide mailing instructions. Before you can apply for a Visa, the INS requires that you pay the SEVIS I-901 fee, which can be done online at <http://www.fmjfee.com>. With your I-20 Form and your I-901 receipt you are ready to apply for a student visa at your local U.S. Embassy, Consulate, or Immigration Office.
- 4) As soon as you receive your visa, you must notify us and confirm your place with the registration fee, Wildshaw Foundation contribution, and your first tuition payment. International students may use Plan A or B of the tuition schedule but are not eligible for Plan C. (See the tuition information card or webpage for more information). Only when you have a confirmed space with these payments are you in compliance with U.S. Immigration policy.

### REFUND POLICY

Before you ask the school to prepare a Form I-20, it is important that you inquire about applying for a student visa from your local U.S. Embassy, Consulate, or Immigration Office. You should check to see what you need to do to obtain a student visa, and ask how easy or difficult the process is.

If your visa is denied, the school will make a refund of \$1500, provided you comply with each of the following requirements:

- 1) Return the original I-20 to the school
- 2) Show proof of denial from U.S. Immigration
- 3) Write a letter to the school requesting the refund
- 4) Present these materials within 3 months of the date of issue on the I-20 Form.

Please note that the school keeps a portion from your original payment as a processing charge. The school makes no refund of any other payments, including tuition. Refunds are usually made within 30 days of receipt of the materials listed above.