



**International Exchange Program
Student Application**

**2023-2024
(F-1 and J-1 Students)**



Eugene School District 4J
200 North Monroe
Eugene, OR 97402

Procedures and Guidelines for International Student Applications

Eugene School District 4J values the opportunities for student cultural exchanges provided by individuals and organizations, which enable international students to attend 4J Schools. International student admittance may be requested by individuals or by district approved organizations.

Following the district application process and subsequent 4J International Student Application approval, students may be admitted on tuition paying basis, for those using a student F visa, or with a tuition waiver for those using a J visa through a district approved international student organization.

The district maintains 32 waiver positions for international students divided among four high schools. Unused waivers may be reassigned to another 4J high school, as determined by the 4J district. Preplanning regarding the use of waivers takes place in a district sponsored meeting with the district approved organizations.

Application Submission and Notification

The official and complete 4J International Student Application contains:

- the original 4J International Student Application form, with all requested information and signatures
- official transcript of credits
- English language proficiency score(s)
- personal statement
- medical examination and immunization records
- forms required by a sponsoring international student organization

Eugene School District 4 will begin receiving applications on April 15 or thereafter for fall school enrollment approval. For alternate application dates and for school attendance starting at times other than fall, inquire at schoolchoice@4j.lane.edu.

The official and complete 4J application (original, printed, hard-copy document) with any additional sponsoring organization materials can be sent by mail, delivery (e.g., USPS, UPS, FedEx), or drop-off to the International Student Exchange Program, Eugene School District 4J, 200 N. Monroe Street, Eugene OR 97402. In addition, an emailed copy of the application material is strongly encouraged to schoolchoice@4j.lane.edu

Individuals or sponsoring international student organization representatives will be notified by email of application receipt and completion status immediately and program acceptance status within the following two weeks. Completion/compliance is based on the Checklist for International Student Applicants on page 7.

Program Administrative Rules

The following policies are in place for international students applying for and enrolling in the Eugene School District 4J International Student Exchange Program:

1. The thirty-two (32) student quota will be distributed as follows:
 - Eight students for each high school.
 - Applications will be received after April 15 of each year, no exceptions.
 - There is no deadline to submit an application; applications will be accepted until the quota for each school is filled.



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2. An official and complete 4J International Student Application contains:
 - the original 4J International Student Application form, with all requested information and signatures
 - official transcript of credits,
 - English language proficiency test score(s)
 - personal statement
 - medical examination and immunization records
 - relevant forms required by a sponsoring international student organization
 - proof of financial means for tuition and living expenses (F-1 student visa applicants only)
3. Student must 18 years of age or younger (not over 18 years of age) on the first day of attendance.
4. Student cannot have graduated from any secondary school program or the equivalent.
5. Student must demonstrate English language proficiency with one of the following tests:
 - ELTiS — English Language Test for International Students
 - SLEP—Secondary Level English Proficiency
 - TOEFL—Test of English as a Foreign Language
 - IELTS—International English Language Test
6. Eugene School District 4J will accept international students for a term of study of one or two semesters.
7. Student must apply to attend for a period of one or two semesters to be enrolled and obtain credit. A student who requests to attend for less than one semester is considered a visitor and cannot be formally enrolled.
8. The 4J international student exchange program does not become involved with visitors.
9. Students in good standing are eligible to participate in commencement ceremonies but not eligible to receive a diploma from Eugene School District 4J.
10. Student must have confirmed lodging arrangements for their entire stay prior to enrollment.
11. Student must live with a host family who resides within the Eugene School District 4J attendance boundary.
12. Student must attend the host family's neighborhood high school.
13. Student who enrolls with an F student visa is restricted from competing in team sports under OSAA guidelines.
14. Eugene School District 4J cannot accept any responsibility for the housing or insurance needs of an international student.
15. Eugene School District 4J cannot make provisions for meeting a student's personal expenses.
16. Eugene School District 4J cannot waive tuition for an international student for a period of more than one year.
17. Student cannot obtain employment while attending school in the United States.
18. Student cannot operate a motorized vehicle or aircraft of any description, e.g., automobile, motorcycle, scooter, except during the "behind-the-wheel" portion of a driver's training class under district approved conditions.

English Language Proficiency

Eugene School District 4J has established the following guidelines for language proficiency levels for international students applying for and enrolling in the Eugene School District 4J International Student Exchange Program

1. ELTiS 1.0: Minimum test score 215
2. ELTiS 2.0: Minimum test score of 4+ (670-800)
3. SLEP: Minimum test score 46
4. TOEFL: Minimum test score 450; 46 for the internet-based test
5. IELTS: Minimum test score 5

A copy of the test scores must accompany the student application that is submitted to the Student Assignment Coordinator at the address above.



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Procedures and Guidelines for International Student Applications

Visa Information for F-1 students only

The role of 4J International Student Exchange Program is to provide technical support for students engaging in the F-1 visa process and to process required F-1 visa school documentation. Questions regarding bringing a child to the United States should be referred to an attorney who works with immigration-related issues. Also, the U.S. Department of State has related resources available online at the <https://travel.state.gov/content/travel/en/us-visas.html>.

The guidelines below are provided as an overview of the process for international student to request to attend school in the Eugene School District 4J with an F-1 visa. This is not a complete list of steps necessary to apply for and receive an F-1 visa. Refer to <https://usembassy.gov> for links to U.S. embassy and consulate websites and information regarding visa process.

1. Submit a 4J International Student Application following the Application Submission section (page 2) and confirm completion using the Checklist for International Student Applicants (page 6)
2. Upon notification of program acceptance, pay tuition in full for term of study. Contact schoolchoice@4j.lane.edu for current tuition rates.
3. Upon tuition receipt, the 4J International Student Exchange Program will issue and email the student a receipt for tuition paid, an I-20 form and a 4J letter of acceptance.
4. Upon receipt of an I-20 form (refer to <https://www.usembassy.gov/> for links to U.S. embassy and consulate websites and information regarding specific visa request process by country)
 - a. Read the guidelines on the I-20 form, confirm the I-20 is from the 4J school you are accepted to attend, and print your name, sign, and date the I-20 form using blue ink.
 - b. Pay your I-901 SEVIS fee as soon as possible. I-901 SEVIS fee can be paid online at <http://fmjfee.com/>
 - c. Apply for a F-1 visa as soon as possible in the country of citizenship or permanent residence.
 - d. Confirm local requirements for F-1 visa applications with local U.S. embassy or consulate.
 - e. Requirements may include visa interview, limits on the number of times a person can apply for a visa, and specific documents and other procedures.
 - f. Prepare documents for visa processing and to bring to the visa interview at U.S. embassy or consulate, if required. Below is a basic list of documents:
 - Proof of admission is your 4J letter of acceptance
 - Signed I-20 form
 - Proof of payment of the I-901SEVIS fee
 - Two photographs that meet USCIS specifications (“passport-style” photos, in color, full frontal view of your face to mid-chest, 2 inches square) and must no more than one month old. Additional specifications at travel.state.gov/passport/guide/composition.
 - Passport. Passport must be valid at least six months after arrival in the U.S. Confirm local requirements for F-1 visa applications with your local U.S. embassy or consulate.
 - Financial support documents that are recent and demonstrative sufficient funds to cover fees and living expenses during the term of study.
 - Documents proving intent to return to home country upon completion of term of study. May include proof of property, family, or other ties to home country.
5. At the interview, the applicant will need to demonstrate the following:
 - a. Intention to return to home country after completing program and no intention to immigrate to the U.S.
 - b. Residence in home country and no intention to abandon residence in home country.
 - c. Sufficient funds to support term of study abroad in the U.S.



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Procedures and Guidelines for International Student Applications

Competing in Oregon School Activities and Athletics

The Oregon School Activities Association (OSAA) places requirements on international student eligibility to compete in OSAA-sanctioned events, which include athletics. Consult the OSAA website at www.osaa.org for more information on OSAA-sanctioned events. Also, please review the OSAA Foreign Student Eligibility Checklist at:

<https://www.osaa.org/docs/forms/InternationalStudentEligibilityChecklist.pdf>

Per OSAA, *It is a Fundamental Rule of the Association that a student must attend the high school in the high school attendance boundary within which the Joint Residence of the student and the student's parents is located. Exception to this Fundamental Rule are to be narrowly construed.* A transfer/residency requirement prohibits foreign students from displacing other students from athletic and activity opportunities. The below Exceptions to Fundamental Rule allows students who are participants in an established foreign or international exchange program accepted for listing by the Council of Standards for International Educational Travel (CSIET). A list of accepted CISNET Programs is available at: <https://www.csiet.org/advisory-list/>

Exceptions to Fundamental Rule

A student from a foreign country who is on a CSIET approved program is eligible for one year from the date of enrollment if the following criteria are met:

1. The student is attending a school in the attendance boundary where the host family resides.
2. The student satisfies the OSAA age requirement.
3. The student has not completed the equivalent of twelve years of education (excluding kindergarten).
4. The student has not previously attended a high school in the United States.
5. Neither the school the student attends nor any person affiliated with the school has had any input in the selection of the student.
6. The host family is not a member (paid or voluntary) of the school's athletic department nor the coach/director of a non-athletic activity.
7. The student is not a "direct placement." A student is considered to be a "direct placement" for the purposes of this rule if the student was placed in a specific high school and/or with a specific host family as a result of a request from the student or the student's family.
8. The student has not been terminated from the CSIET program.



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Guide to State of Oregon Immunization Requirements

What Does the Law Require?

Grades K–12 must be either fully immunized or receiving shots according to the recommended schedule. An accurate record must be provided to the school at the time of attendance which shows a student has received a minimum of one dose of each of the following vaccines OR a signed religious or medical exemption:

- Diphtheria/Tetanus
- Polio
- Measles, Mumps, Rubella
- Varicella (or approximate date of disease)
- Hepatitis B and Hepatitis A

As a Parent, What Must I Do to Meet These Requirements?

Provide month and year dates for each dose of vaccine received on the attached Certificate of Immunization Status (CIS) form. Or, provide evidence on the CIS form that your child is exempt from being immunized for the following reasons:

- Medical reasons require physician signature and reason for exemption
- Religious reasons requires parent signature

How Many Doses of Each Vaccine Does a Fully Immunized Student Require?

Diphtheria/Tetanus containing vaccine (DTP, DT, Td or DTaP): Five doses required, except:

- If 4th dose received at or after 4 years of age, then only four doses required
- If 1st dose of DTP or DT received at or after 1st birthday and the 3rd dose received at or after 4th birthday, then only three doses required
- If 3rd dose received at or after 7th birthday, then only three doses required.

Polio: Four doses required, except:

- If 3rd dose received at or after 4th birthday, then only three doses required
- Polio vaccination at or after 18th birthday is not required.

Measles, Mumps, Rubella (MMR): Two doses required, except:

- If a dose was given before 12 months of age, must vaccinate between 12 and 15 months with at least 4 weeks between two doses, and between 4 to 6 years of age.

Varicella (Chicken Pox), or approximate date of disease: Two doses required for all children including adolescents who have not had the disease.

Hepatitis B: Three doses required for all children 0 through 18 years of age.

- Dose schedule as follows:
 - at least four weeks between doses 1 and 2, and
 - at least eight weeks between doses 2 and 3.
- Overall, there must be more than 16 weeks between doses 1 and 3.

Hepatitis A: Three doses required for children older than 2 years old who live in areas with consistently elevated rates of Hepatitis A, as well as children who have specific risk factors, and with the following considerations:

- Dose 1 may not be given earlier than 2 years of age.
- Dose 2 is given a minimum of 6 months after dose 1.



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International Student Application Form

Checklist for International Student Applicants

Prior to submission, please confirm the following are included in the International Student Exchange Application:

- 4J International Student Application Form, original form with all requested information and signatures
- Official transcript of credits (photocopy, in English)
- Personal statement -Why do you want to study abroad?
- English language proficiency test score(s) (ELTiS, SLEP, TOEFL, or IELTS)
- Medical examination and immunization records (including TB certificate or other documentation as required by local US embassy or consulate in the country of citizenship or permanent residence)
- Relevant forms required by a sponsoring international student organization, if applicable

Confirm the International Student Exchange Program Applicant is:

- 18 years of age or younger (not over 18 years of age) on the first day of attendance.
- Has not graduated from high school or equivalent

Specific to F-1 student visa applications

- Financial support documents

Student Name

Birthdate – Day/Month/Year

Grade while a 4J Exchange Student

Expected Dates of Stay

Home Country/Country of Citizenship

Exchange Program

Exchange Program Phone Number

Exchange Program Office Address

Exchange Program Local Representative

Local Representative Phone Number

Local Representative Email

For Eugene School District 4J Office Use Only

Tuition Pay? Yes No

Tuition Waiver? Yes No

4J High School:

Churchill North Eugene Sheldon South Eugene

School Principal Signature of Approval

Include this form with student application packet



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International Student Application Form

Please complete host information and signature for each host residence. Include additional form, if necessary:

Student Name

Age upon arrival in US

Years of School Completed and Years of School Required

Student Home or Residential Address

Student Email Address

Grade Level as Exchange Student

Please indicate knowledge of: *spoken* English *written* English

Good

Fair

Poor

None

Period of Expected Stay

1 Semester

2 Semesters/full
academic year

Host 1 First and Last Name

Host 1 Residential Address

Host 1 Phone

Host 1 Email

Expected Dates for Host 1 Period

Host 2 First and Last Name

Host 2 Residential Address

Host 2 Phone

Host 2 Email

Expected Dates for Host 2 Period

Signatures below attest to I/we accept responsibility for the above-named student under the guidelines of the sponsoring exchange program and in compliance with Eugene School District 4J Policies.

Printed Name and Signature of Host

Printed Name and Signature of Host

Printed Name and Signature of Host

Printed Name and Signature of Host

For Eugene School District 4J Office Use Only
 Date/Time Application Received



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Student Physical Examination

| | | | | | | | |
|----------------------------|--------|-----------------------|-----------------|----------------------------|------------------------------|--|--|
| Student Name _____ | | | | Birthdate (mmddyyyy) _____ | | | |
| Height | Weight | % Body Fat (optional) | Pulse | BP ____/____ | Rhythm: Regular or Irregular | | |
| Vision R 20/____ I./20____ | | | Corrected?: Y N | | Pupils: Equal Unequal | | |

| | NORMAL | ABNORMAL FINDINGS | INITIALS* |
|-----------------------------|--------|-------------------|-----------|
| MEDICAL | | | |
| Appearance | | | |
| Eyes/Ears/Nose/Throat | | | |
| Lymph Nodes | | | |
| Heart: Pericardial activity | | | |
| 1st & 2nd Heart Sounds | | | |
| Murmurs | | | |
| Pulses: brachial/femoral | | | |
| Lungs | | | |
| Abdomen | | | |
| Skin | | | |
| MUSCULOSKELETAL | | | |
| Neck | | | |
| Back | | | |
| Shoulder/Arm | | | |
| Elbow/Forearm | | | |
| Wrist/Hand | | | |
| Hip/Thigh | | | |
| Knee | | | |
| Leg/Ankle | | | |
| Foot | | | |

*Station-based examination only

CLEARANCE

Cleared Cleared after completing evaluation/rehabilitation for: _____

Not cleared for: _____ Reason: _____

Recommendations: _____

Name of Physician: _____ Phone: _____

Address: _____

Signature of Physician: _____ Date: _____

As per ORS336.479, Section 1(5) "Any physical examination required by this section shall be conducted by a physician possessing an unrestricted license to practice medicine, a licensed physician assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects."

Include this form with student application packet or medical form from sponsoring organization



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Student Health History Record

Student Name

Birthdate (mm/dd/yyyy)

Address

Phone Number

Student and Parent/Guardian: Please review all questions and answer them to the best of your ability.

Physician: Please review with the student details of any positive answers.

YES NO Don't
Know

1. Has anyone in the student's family died suddenly before the age of 50 years?
2. Has the student ever passed out during exercise or stopped exercising because of dizziness or chest pain?
3. Does the student have asthma (wheezing), hay fever, or coughing spells during or after exercise?
4. Has the student ever broken a bone, had to wear a cast, or had an injury to any joint?
5. Does the student have a history of a concussion(getting knocked out) or seizures?
6. Has the student ever suffered a heat-related illness (heatstroke)?
7. Does the student have a chronic illness or see a physician regularly for any particular problem?
8. Does the student take any prescribed medicine, herbs or nutritional supplements?
9. Is the student allergic to any medications or bee stings?
10. Does the student have only one of any paired organs(eyes, ears, kidneys, testicles, ovaries, etc.)?
11. Has the student ever had prior limitation from sports participation?
12. Has the student had any episodes of shortness of breath, palpitations, history of rheumatic fever or unusual fatigability?
13. Has the student ever been diagnosed with a heart murmur or heart condition or hypertension?
14. Is there a history of young people in the student's family who have had congenital or other heart disease: cardiomyopathy, abnormal heart rhythms, long QT or Marfan's syndrome? (You may write, "I don't understand these terms" and initial this item, if appropriate.)
15. Has the student ever been hospitalized overnight or had surgery?
16. Does the student lose weight regularly to meet the requirements for your sport?
17. Does the student have anything he or she wants to discuss with the physician?
18. Does the student cough, wheeze, or have trouble breathing during or after activity?
19. Does the student have asthma?

(Explain any
YES answers
on back.)

20. FEMALES ONLY

- a. When was your first menstrual period? _____
- b. When was your most recent menstrual period? _____
- c. What was the longest time between menstrual periods in the last year? _____

Parent/Guardian's statement:

I have reviewed and answered the questions above to the best of my ability. I and my child understand and accept that there are risks of serious injury and death in any sport, including the one(s) in which my child has chosen to participate. I hereby give permission for my child to participate. I hereby give permission for my child to participate in sports/activities.

I hereby authorize emergency medical treatment and/or transportation to a medical facility for any injury or illness deemed urgently necessary by a licensed athletic trainer, coach, or medical practitioner.

I understand that this physical examination is not designed nor intended to substitute for any recommended regular comprehensive health assessment.

Signed by Parent or Guardian: _____ Date: _____

As per ORS336.479, Section 1(5) "Any physical examination required by this section shall be conducted by a physician possessing an unrestricted license to practice medicine, a licensed physician assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects."



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Athletics Annual Interval History Form

Student Name _____

Birthdate (mm/dd/yyyy) _____

Address _____

Phone Number _____

Parent or Guardian Permit

I want my student to have the privilege of participating in competitive school athletics. My child has my permission to compete in all sports approved by the Board of Education of the local school district and to be transported according to district transportation policy.

While I expect school authorities to exercise reasonable precautions to avoid injury, I understand that there are risks of injury when participating in athletics and the District assumes no financial obligation for any injury that may occur. I am advised that students are held responsible for all player's equipment owned and issued by the school.

Insurance Arrangements

Please check one:

- My student is covered by insurance purchased at school for the 2023-24 school year. Check below:
 - School-Time Plan (does not cover interscholastic athletics grade 9-12)
 - Twenty-four-hour insurance Plan (does not cover interscholastic athletics grade 9-12)
 - Interscholastic Tackle Football Plan
 - Other Interscholastic Sports Health Care Plan
 - Twenty-four Dental Plan

- My student is fully covered by insurance carried by Parent or Guardian, and the school will not be liable for any injury that occurs during athletic activities or travel for activities.

Name of Company with which insured _____

Signature of Parent or Guardian _____ Date _____



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Athletics Permission Form

| | |
|--------------|------------------------|
| Student Name | Birthdate (mm/dd/yyyy) |
|--------------|------------------------|

| | |
|---------|--------------|
| Address | Phone Number |
|---------|--------------|

In order to better promote an understanding between the home and the athletic departments of our high schools, we are asking you to read this District 4J Athletic Form and discuss it with your son or daughter.

It should also be understood that several obligations must be met prior to your student's participation.

1. A physical examination completed (good for two years once they are issued).
2. Each sport the student participates in requires an Annual Interval History Form and Athletic Permission Form.
3. The student must purchase an ASB card for \$30.
4. A \$150 sports participation fee (if the student participates in more than three sports, the third is free).
5. All participants must have insurance, either their own, or that provided by the district.

ATHLETIC TRAINING RULES

Alcohol/Non-Prescribed Drug Use Policy

The use of alcohol or non-prescribed drugs is prohibited. It is the position of the Eugene School District that athletes who find themselves in jeopardy because of a substance abuse problem should receive professional assistance.

If an athlete voluntarily requests assistance from school officials with regard to an alcohol or drug use problem and has not previously committed an alcohol/non-prescribed drug use offense, there shall be no discipline of the student provided that:

- a. the athlete meets with the school substance abuse counselor or other appropriate professional person ,follows his or her recommendations: and
- b. there are no subsequent incidents of either alcohol or non-prescribed drug use

In the instance where the student has failed to voluntarily request assistance as described above and is determined by a school official to have used either alcohol or non-prescribed drugs, the student will face the following consequences:

First Offense—Three calendar-week suspension from participation in athletic competition(could attend all practice sessions); mandatory meeting(s) with the school substance abuse counselor or other appropriate professional person and a willingness to follow his or her recommendation for treatment. Failure to comply with the recommendation after the first offense shall be punished as if the student committed a second offense.

Second Offense—Full suspension from the athletic program for the remainder of the sports season, and mandatory follow-up session(s) with the substance abuse counselor or other appropriate professional person. Reinstatement of the student into the athletic program is contingent upon the athlete complying with the recommendations made by the substance abuse counselor or other appropriate professional person and his or her approval for reinstatement.

Tobacco Use Rule

The use of tobacco (chewing and smoking) is prohibited. It is the position of the Eugene School District that the use of tobacco is a health risk and that it interferes with the performance level of student athletes. Prior to the beginning of the sports season, student athletes who are tobacco users are strongly encouraged to meet with a school health official, or other appropriate professional person, concerning the dangers of tobacco use and nicotine addiction. Thereafter, if a student athlete is determined by a school official to be using tobacco during the defined sports season, the student athlete will face the following consequences:

First Offense—Three calendar-week suspension from participation in all athletic contests (must attend all practice sessions) with a mandatory meeting with a school health official concerning the dangers of tobacco use and nicotine addiction.

Second Offense—Full suspension from the remainder of the sports season. Reinstatement of the student athlete for inclusion in a subsequent sports season is contingent upon approval by the building principal (or designee).

Before any suspension is implemented, the building principal shall follow the notice and opportunity for explanation procedures of the Student Rights and Responsibilities Handbook. Those portions of the short-term suspension procedures relating to decisions to send the student home or allow the student to remain on the school premises, permitting the student to make up work, and the right to appeal to the Director of Secondary Education if dissatisfied with the decision are inapplicable. Exceptions—If an athlete denies alcohol, drug, or tobacco use to a school official and it is subsequently determined there was use, then the first offense shall be punished as if the student committed a second offense.

Student Signature

Parent or Guardian Signature

Include this form with student application packet if the student is interested in athletics