

GLENDALE UNIFIED SCHOOL DISTRICT  
STUDENT SUPPORT SERVICES

**Foreign Exchange Student Procedure  
for Student and Host Family**

**Documentation Needed to Register:**

- Immunization records.
- Two current original utility bills.
- Passport with I-94 card.
- Form DS-2019 from sponsoring organization.
- Official transcripts (if not available at the time of enrollment, must be received within two weeks).
  - Schools may tentatively classify students in whatever grade level seems appropriate based on information supplied by the student. At that time, student and host parents will be informed that final grade placement could change.
  - Final grade placement will be made after the official transcript has been reviewed.

**Forms to be Completed:**

- All required school forms.
- "J-1 Visa Student and Host Family Information" application.
- "Foreign Student Transcript Evaluation" form.

**Welcome Center:**

- All foreign exchange students *must be* tested at the Welcome Center.

**After Enrollment is Completed:**

- A meeting will be held in October with the Placement Committee for final evaluation on whether student is eligible to graduate or receive certificate of attendance.
- The school of attendance will send letters to each student regarding their academic standing.

**Twelfth Grade Status:**

- In order for an exchange student to be placed in Grade 12, the student must provide transcripts, which indicate successful completion of 11 years of school, excluding kindergarten.
- A high school diploma is *not* guaranteed and can be granted only upon the student's completion of all District requirements. Many students, even though qualified for the twelfth grade, are not able to complete all local senior high school graduation requirements within one year.

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**Foreign Exchange (J-1 Visa) Student and  
Host Family Application**

Date: \_\_\_\_\_

Student's Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Country of Birth \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Name of Student's Father \_\_\_\_\_

Name of Student's Mother \_\_\_\_\_

Parent's Current Address \_\_\_\_\_ Country \_\_\_\_\_

Name of Host Family \_\_\_\_\_  
Last Name First Name (Mr.) (Mrs.)

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Name of high school student will attend \_\_\_\_\_ Grade \_\_\_\_\_

**STATEMENT BY SPONSOR:**

I/We agree to host the above-named student in my/our home and agree to give him/her the necessary guidance and supervision that will assure satisfactory attention to school work, attendance, and rules and regulations of the school.

\_\_\_\_\_  
Signature of Host Parent Date

**STATEMENT BY EXCHANGE STUDENT:**

I understand that in order to be placed in Grade 12, I must provide transcripts, which indicate successful completion of 11 years of school, excluding kindergarten. I also understand that a high school diploma is **not** guaranteed and can be granted only upon the student's completion of all District requirements. Many students, even though qualified for the twelfth grade, are not able to complete all local senior high school graduation requirements within one year.

\_\_\_\_\_  
Signature of Exchange Student Date

<b>- FOR OFFICE USE ONLY -</b>		
Transcript available? Yes _____ No _____	Grade placement: _____	
Eligible for Diploma? Yes _____ No _____	If no, why not? _____	

\_\_\_\_\_  
Signature of Counselor Date