

School Counseling & BRACE Advisement Department
Foreign Exchange Student Program
Broward County Public Schools

Student Name: _____

Checklist of Documents Required from Sponsoring Agency

The sponsoring organization must submit these required documents including this signed attachment to the School Counseling & BRACE Advisement office for procedural clearance for every Foreign Exchange Student enrollment in Broward County Schools.

1. District Registration & Acknowledgment Form
2. Proof sponsoring organization is a designated Foreign Exchange Student Program listed in the CSIET Advisory List.
3. Proof of INS J-1 Exchange Visa.
4. Proof of birth certificate or passport showing that he/she will be at least fifteen (15) years of age, but not having attained the age of eighteen and a half (18.5) prior to attendance at a Broward County high school.
5. Student application (photocopy acceptable).
6. Evidence of sufficient English language proficiency by one or more of the following:
 - a. Written confirmation from student's home school, or of the American Embassy in the student's home country, or by an American citizen in the student's home country who has taught the student in an academic capacity, or
 - b. Submission by the student of a letter in his/her own handwriting in English and a recording of his/her voice speaking and reading English supplied on an audio digital file.
7. Valid transcript from the student's sending school, which includes the criteria for translating foreign grades into an English comparison.
8. A written statement verifying that the student does not have a high school diploma.
9. Host family application (photocopy acceptable).
10. A written pledge from the host family to provide student housing for the duration of the student's enrollment. (Must include time frame).
11. Written verification of a criminal background check including a search of the Department of Justice's National Sex Offender Public Registry for each member of the host family household eighteen (18) years and older or any member of the host family household who will turn eighteen (18) years of age during the exchange student's stay. In addition, this also includes the organization's local representative (on the sponsoring organization's letterhead).
12. Verification of health, accident and liability insurance (insurance cards or policies.)

Once student is in the U.S., a Florida Certificate of Immunization Form (DH 680 form) and evidence of a medical examination performed within 12 months prior to enrollment must be presented to the school at the time of registration.

I, _____, verify that all required documentation listed is enclosed and submitted to the School Counseling & BRACE Advisement Department and that all the U.S. Department of State regulations and CSIET standards have been met.

Signature: _____ Date: _____

Title: _____ Organization: _____