



International Student Program Step-by-Step Application Process Checklist

Please note: All international applicants are required to work with an established recruiting agency. TKCS relies on our agency partners to handle homestay arrangements and tuition payments.

STEP ONE. Submit all of the following items through your agency:

- ___ International Application (5 pages, including English Teacher Recommendation)
- ___ Transcript (3 years, translated to English, with grading scale and dates attended)
- ___ Results of English proficiency exam (see www.tkcs.org for score requirements)
- ___ Application for Form I-20
- ___ Copy of student's passport ID
- ___ Evidence of financial support
- ___ \$200 Application Fee
- ___ Video link to student's agency interview*

**If no video link is available, our Director of International Admissions will contact the agency to schedule a Skype interview with the applicant.*

Acceptance or non-acceptance will be communicated via email to the agency.

STEP TWO. Once a student has been accepted, submit all of the following:

- ___ Financial Agreement, signed by the students' parents
There are two options for payment of tuition. Annual payments are due in full on July 1st. Semi-annual payments are due on July 1st and January 1st. Choice of payment option must be indicated on this form.
- ___ \$375 Registration Fee
- ___ \$500 Form I-20 Fee
- ___ \$2,000 Tuition Deposit (This will be deducted from the tuition balance.)
- ___ New Jersey Physical Evaluation Form (completed by a certified physician)
- ___ New Jersey State Immunization Record (completed by a certified physician)

**Once all of the items in Step Two have been submitted,
TKCS will officially enroll the student, generate his/her Form I-20, and
send the original document by Fed Ex directly to the student.**

STEP THREE. If the student is missing any immunizations, TKCS will communicate this to the agency. Immunizations need to be administered prior to the first day of school.