



## ***School Enrollment Cheat Sheet***

### ***World Link - International Exchange Program***

Take this sheet with you to meet with the school counselor to help guide the school registration process. The information is presented in summary format to make it easy to use. More details can be found in the host family manual.

Emergency Assistance Number:  
1-877-656-4590



- **Class Assignment (Grade Level):** Students can be placed in any high school class level appropriate for their age or academic level and generally this is done at the discretion of the school according to the students' age or school requirements.
- **Full Academic Schedule:** A J-1 visa requires that the student be enrolled in a full-time academic schedule with no more than one study hall period and no participation in "late start" or "early release" programs.
- **English Classes:** World Link students are screened for their English skills and do not require any ESL level courses. Students should be enrolled in English courses that allow them to write or speak such as a creative composition or public speech class. Avoid literature classes in general that require a lot of reading since students will be overwhelmed by the vocabulary and need to spend a lot of time looking up words. Avoid completely, British literature courses that teach require reading "old English" such as Shakespeare.
- **Course Selection:** Some students may come with certain course requirements that they need to fulfill to allow for their coursework in the USA to be transferred to their home school. These should be given priority in their schedules. An exchange student should not be given priority placement in a class over an American student. Exchange students should be provided the opportunity to select electives for about 50% of their course load and should be encouraged to take classes that they would not have the opportunity to do so in their home school (ex: economics, entrepreneurship, etc.).
- **Recommended Courses:** The U.S. Department of State highly recommends either U.S. Government or U.S. History be taken by World Link students on official government sponsored programs. This is not required, but should be given priority if placement in these classes are allowed. If possible, placement in one or both of these classes should be done in the second term as these tend to be tough courses for these students since

they don't have the necessary prerequisite coursework that their American peers will have.

- **Graduation:** Exchange students on a J-1 visa have all been informed and signed documents that they cannot expect or demand a diploma from their host school as a part of this program. Schools are allowed to issue any kind of document, diploma, certificate of participation that is allowed by the school policy and state. Any translation of home country transcripts must be accomplished using a apostille at the cost of the student. Schools should notify the local coordinator for assistance with any student that continues to insist on a diploma after being informed of the school or state policy.
- **AP and College Credit Courses:** Some students are qualified to take Advance Placement courses and a test to be enrolled in the course can be paid from program funds. The fee for a college credit course or to have credits transferred cannot be paid by program funds and is the responsibility of the student. Any college entrance exam fee, such as the TOEFL, SAT, or ACT tests cannot be paid by program funds.
- **School Clubs:** Students are encouraged to join in extra-curricular activities and school clubs. If special courses are required for school clubs such as agriculture for FFA, the course most suited to the program goals should be taken such as leadership.
- **School Fees:** The program does pay normal school registration fees, usage charges, activity fees and athletic fees from a school fees fund. Required equipment and clothing for school clubs or sports activities is reimbursable from the incidentals fund and is limited to \$300 total of all school related expenses.
- **School Lunches:** The program cannot pay for school lunch fees. It is the responsibility of the host family to provide three meals per day and either to purchase school lunches or to provide the student with food to pack their own lunch. Students should not be required to use their own funds to purchase food during the school term.
- **Activities:** Students are allowed by the program to participate in school sanctioned sports and activities. The program has insurance coverage for school related activities and sports. Club sports outside of the school will require additional insurance coverage which is the responsibility of the student.
- **Assign A Buddy:** The first week of school is very daunting for an exchange student and assigning a student buddy to help them find their classes and to eat lunch with them and introduce them to others is essential to a good start. If a sibling is not available, a suggestion from the counselor for a buddy would be helpful.

- Thank You -