



# *School Enrollment Cheat Sheet*

## *World Link - International Exchange Program*

This sheet should be shown to the school counselor to help guide the school registration process.

World Link 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 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.
- **Course Selection:** Some students may come with certain course requirements they need to fulfill to allow for their coursework in the U.S. 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 they would not have the opportunity to do so in their home school (ex: economics, entrepreneurship, etc.). Math and Sciences courses are not required by World Link.
- **English Classes:** World Link students are required to take an English course if the school can accommodate enrollment. The course can be an alternative course such as ones focusing on composition, grammar, creative writing, journalism, or public speaking. The student should not be placed in a literature course, unless required by the school, because the translation process for this coursework can be overwhelming and time consuming. Do not enroll exchange students in English courses such as those studying Shakespeare. Instead focus on composition or speech classes. World Link students do not need English as a Second Language (ESL) courses.
- **U.S History/U.S. Government Courses:** The U.S. Department of State recommends either U.S. History or U.S. Government course be taken. This is not required but should be considered if enrollment in one of these classes are allowed. A course covering Civic Education can be substituted for this recommendation. If possible, placement 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 their American peers will have.
- **Graduation:** Exchange students on a J-1 visa have all been informed and signed documents stating they cannot expect or demand a diploma from their host school as a part of this program. Schools can issue any kind of document, diploma, certificate of participation 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 continuing 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. Fees for a college credit course, to have credits transferred, or any college entrance exam fees for tests such as the TOEFL, SAT, or ACT cannot be paid by program funds and is the responsibility of the student.
- **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 pays for normal school registration fees, usage charges, activity fees and athletic fees. Required equipment and clothing for school clubs or sports activities is reimbursable 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. Host families can either 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 health benefit coverage which includes medical treatment for accident and injuries related to in and out of school related activities and sports.
- **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, 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.

For further questions, please reach out to the World Link student's local coordinator.

- Thank You -

