

Department of State Certification

Module 1: Regulations Governing High School Enrollment



Pan Atlantic Foundation

High School Permission Form

The High School Permission Form must be signed by the principal or other authorized school official and uploaded prior to student's departure from their home country. A student cannot fly to the U.S. without the signed school enrollment form.

Make sure the correct school term is selected (Academic year, Calendar Year, Fall Semester, Spring Semester).

Dear School Administrator:

Pan Atlantic Foundation requests permission for the exchange student listed below to attend your high school during the 2020/2021 academic year. Pan Atlantic Foundation is authorized by the U.S. Department of State to issue a DS-2019 form which allows foreign exchange students to obtain a J-1 Exchange Visitor Visa.

The U.S. Department of State regulation reads as follows: "Sponsors must secure prior written acceptance for the enrollment of any exchange student in a U.S. public or private secondary school. Such prior acceptance must be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and include written arrangements concerning the payment of tuition or waiver thereof if applicable."

Your signature on this letter fulfills the above regulation. Most importantly, it marks your school's involvement in a powerful, bi-partisan public diplomacy effort while also providing a platform for peer-to-peer cultural understanding between today's youth. We thank you for your participation in this meaningful program. As the student sponsor, Pan Atlantic Foundation will actively support the school, host family, and student involved in this placement.

Sincerely,

Vickie McCormack

Vice President, Pan Atlantic Foundation

Your Area Representative: _____

Phone Number: _____

Email: _____

Student Name: _____

Host Family Name: _____

Student ID #: _____

Address: _____

Nationality: _____

Phone Number: _____

Email: _____

School Name: _____

School Start Date: _____

School Address: _____

Acceptance of Exchange Student

- I have reviewed a copy of the student's application, including a summary of the student's academic record in English. I will retain a copy of this form for our records.
- I am authorized to accept this exchange student at our school, and certify that our school is accredited by the relevant regional accrediting authority.
- This student **will not** be charged tuition to attend this school. Fees and other elective options may apply. *If tuition is charged, list amount here _____.
- I accept this exchange student for the year 2020/2021, for the term marked below:

Academic year Calendar Year Fall Semester Spring Semester

Printed Name of Authorized School Official: _____

Signature: _____

Date: _____

Pan Atlantic staff may be contacted at 207-871-8622. The U.S. Department of State may be contacted at 1.866.283.9090.

No More Than 5 Students Without School Approval

A school must request (in writing) to receive more than 5 exchange students from Pan Atlantic Foundation prior to accepting a 6th student.

Pan Atlantic has a template letter, it must be on the school's letterhead and signed by the school official.



NOTE: LETTER SHOULD BE PRINTED ON SCHOOL LETTERHEAD

To Whom It May Concern,

August 1st, 2019

This letter is to verify and confirm that Thomas Jefferson High School has requested the enrollment of more than five (5) exchange students sponsored by Pan Atlantic Foundation for the 2019-2020 school year.

**Per DOS regulation:*

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

Warm regards,

SCHOOL OFFICIAL SIGNATURE

School Staff Member as Area Representative

Area Representatives who are teachers cannot teach their exchange students in their classroom, but students can attend the school. Area Representatives who are principals cannot place Pan Atlantic Foundation exchange students in their school.

Participation in School Sports

Students may participate in school-sanctioned sports and extracurricular activities if authorized by the state and local authority authorized to determine eligibility. Playing sports at school is not guaranteed.

School Must be Accredited

The school must be accredited in order to accept exchange students. You should ask when you begin working with a school.

Full Course of Study

Students must pursue a full course of study for 1 or 2 semesters (American History or Government, English and two other core subjects).

Program Length

Pan Atlantic Foundation cannot offer a J-1 program that is less than one semester or more than two semesters.

Calendar Year Students

A student can start in January and finish the second semester in the fall, only if their home country school schedule is on a calendar year (January-December).

Area Representative Contact Information

Your schools must have your contact information including name, phone number and email address.

This information is included on the High School Permission Form.

Pan Atlantic Contact Information

Schools must be provided with the Pan Atlantic Foundation Office contact information.

This information is included on the High School Permission Form.

Graduated Status

Schools must be notified what grade the student has last completed and if the student has graduated.

This information is included in the student's application.

Provide Translated English Language Summary of Transcript

Schools must receive documentation of the student's previous coursework, translated in English, prior to the student's departure from their home country.

Pan Atlantic includes the student's original transcript in their full application as well as the translated version in the private profile and full application.

Pan Atlantic requires that students have a minimum GPA of 2.7.

Athletic Recruiting

Regulation: Exchange students may participate in school sanctioned and sponsored extracurricular activities, including athletics, if such participation is authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall *not* knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

Summary: You cannot place a student based on athletic ability, regardless of who initiated the placement.

School Information Provided in Advance to Student

Before the student leaves their home country, they must be given a full profile of their future high school, including tuition requirements if applicable.

This information is provided to the student's agent by the Pan Atlantic home office.