

**Rolling Hills Preparatory School**  
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### **Information for International Student Applicants**

Rolling Hills Preparatory School welcomes applications from International Students. Over the last 26 years, RHP has welcomed many international students from around the world into the academic and social communities of the school. We have a strong ESL program, which allows students to merge into the regular RHP curriculum as soon as possible in order to provide the international student with a complete American school experience.

As you and your family make plans to study in the US, we'd like to make you aware of the specialized admission process needed for International Students.

#### **1. Inquire for Information:**

When asking for information about RHP, please use our inquiry form (LINK) or e-mail our staff directly (LINK). In the message, be sure to list the name, birthdate, gender and current grade of the student. Also, please make sure the foreign address is listed in the exact order necessary for the post office. If there is a local contact, address or phone number, please make us aware of that information as well.

#### **2. Application for Admission:**

*Application pages:* Please fill in the desired information completely. If we don't have an address or local phone in the student's home country, we cannot send a decision letter. Having an e-mail address for a parent in the home country is also extremely helpful. Finally, please add any address information on local guardians. This helps us to move the application quickly.

*Parent Perspective:* This must be filled out. RHP enrolls families and as such the parent's view of the child is very important to our process.

*Candidate's Statement:* The student in his or her own handwriting must complete this form.

*Official Transcripts:* These must be official from the school and have appropriate dates, stamps and credentials. A faxed copy of the school records is not acceptable. The forms must have an English translation. If the student has studied in the US previously, transcripts must be provided from the US school as well.

*Teacher Recommendations:* These must come from the student's current teachers. Tutors, family friends and other relatives should not fill out these forms.

*Personal Recommendation:* A family friend, mentor, coach or guardian may fill out this form.

**3. Independent School Entrance Exam (ISEE).**

This exam is required of all entering students. It's a grade level exam which allows us to know the application's achievement compared to his or her age level peers. The test is available internationally. The test is given outside of the United States at many American and International Schools. Information on the test and registration information can be found at [www.iseetest.org](http://www.iseetest.org).

**4. Student and Parent Interviews**

This is an extremely important part of the application. In all admission cases we require that the student and parents come to campus to meet with our admission staff. This includes international students. In cases where the student will be living in the US with another family member or guardian, we require they also visit the school and be interviewed as well. Please contact the admission office directly to make arrangements for such an interview.

**5. Living arrangements in the United States**

All International students must live with an extended family member or appropriate guardian in the US. We will require contact information in advance as a part of the admission process. RHP does not provide host families for International Students and we do not help students to find host families. Finally, RHP does not offer International Student Housing.

**6. Tuition Payment**

If the student is accepted, an acceptance letter and enrollment contract will be generated for the student. Typically we send this packet by Federal Express to the student's home country. A copy of the packet is also sent to the local guardian. If the student decides to enroll, a 10% tuition deposit is required. This can be wired from the home country or a US check can be written. All funds are in US\$. After the deposit is paid, tuition must be paid according to the school's tuition schedule. If the tuition is not paid according to the school's schedule, the I-20 will be terminated.

**7. I-20 Forms**

Once the tuition deposit is received, the office of admission will prepare and send the I-20 form by Federal Express to the student in his or her home country. Confirmation letters of admissions and a few copies of an official travel letter will also be included in this packet to make certain that travel to the US goes smoothly. It is the responsibility of the student and family to make arrangements for a visa interview in the home country. RHP does not know each government's regulations and does not assist in scheduling these appointments.

Once the student enrolls, RHP expects him or her to be a part of the complete academic and social curriculum. This includes participating in new student orientation, upper or middle school campus retreats and all outdoor education programs.

We also expect to be informed of any changes to living arrangements. If we find that a student's arrangements have changed or are hindering the student's academic progress, we will reevaluate the student's enrollment at RHP. The school must approve any changes in living arrangements in advance of such changes, and reserves the right to terminate enrollment and cancel an I-20 visa if a student changes living arrangements without informing the school in advance.