



International Student Enrollment Procedures

STEP 1 Application

✓	No.	Procedures	Note
	1	Application for Admission	Must Have
	2	Student Passport / ID Copy	Must Have
	3	The Recent 3 Years (consecutive) Transcript	Must Have
	4	Immunization Records	Must Have
	*5	Proof of Current Student Status	Required to replace consecutive transcript
	*6	Teacher's Recommendation Letter	10 th graders and above (English & Math)
	*7	Personal Statement	11 th graders and above
	*8	Recent language test report (if any)	11 th graders and above (TOEFL, IELTS, SLEP, SAT, etc.)

*With all necessary documents submitted, SHA would response with result and/or schedule an interview with the student in 3 business days.

STEP 2 Interview (High School) / Pre-enrollment

✓	No.	Procedures	Note
	1	Skype Interview (ID: southhillsacademy)	Feedback will be provided using an evaluation form
	2	Offer Letter	If denied, the reason and the result will be provided.
	3	Application & Tuition Deposit Payment	
	4	Enrollment Contract	Signed by parents & students

*Only with the payment completed, SHA would proceed with the application process.

STEP 3 Enrollment

3.1 Signed Documents (for parents & students)

✓	No.	Procedures	Note
	1	Emergency Contact	
	2	Guardianship Authorization for Minor Students	Original/Copy, required for age under 18
	3	Policies-Permission Agreement	Original/Copy

3.2 Issued Documents

✓	No.	Procedures	Note
	1	Acceptance Letter	
	2	I-20	
	3	I-901 (if needed)	Required for non-transfer students
	4	SHA International Student Handbook	Required for boarding students
	5	Residence Confirmation Form (OR homestay information)	Filled and submitted to SHA

STEP 4 F-1 Visa Application

Follow instructions on your country's immigration website (provided with a list of relevant websites) OR hire a visa agency.

*Please inform us as soon as possible once the student's F-1 visa has been approved. ASAP.

*Chinese students could contact our overseas office in China to complete the F-1 visa application.

STEP 5 Registration

✓	No.	Procedures	Note
	1	Tuition & Other Fees Payment	Documents will be issued with a record of full-payment
	2	On-Campus Registration	