

Department of Pupil Services
 PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
 International Student Guidance Office
 8908 Riggs Road, Adelphi, Maryland 20783

APPLICATION FOR THE ADMISSION OF
 EXCHANGE STUDENTS IN PGCPs

INSTRUCTIONS: Complete Part I and forward to the International Student Guidance Office by July 30 for first semester admission or by December 15 for second semester admission, with the following required information:

- Student's biographical data and exchange program application form
- Student's English proficiency scores
- Official school records for three previous years, and the first semester of the current year (Report cards bearing school principal's signature and school official stamps are adequate. Interpretations of school records on the exchange program forms are not acceptable. Missing school records for current year may be presented during intake interview.) Notarized translations are required for diploma candidates.

PART I: TO BE COMPLETED BY LOCAL EXCHANGE PROGRAM REPRESENTATIVE

Today's Date ____ / ____ / ____ Anticipated Admission Date ____ / ____ / ____
 Student _____ Country of Origin _____ Language _____
 Last First MI Birthdate

Host Parent(s) _____ Phone (H) () _____ (W) () _____
 Address _____
 Street City State Zip Code

Exchange Program _____ Phone () _____
 Main Office Address _____
 Street City State Zip Code

Local Exchange Program Representative _____ Phone () _____
 Address _____
 Street City State Zip Code

- At the enrollment in PGCPs student will have completed ____ years of schooling (starting in first grade), and will not have graduated from high school.
- Student's general academic performance can be characterized as: (check one) Excellent Good Fair Poor
- Student's English skills are sufficient to participate in the regular high school program without ESOL support.
- Student and host parent(s) are aware that the exchange program in PGCPs is limited to one year.
- Diplomas may only be awarded if the student requests an evaluation for that purpose, and official records with a notarized translation are received in advance of registration. Diplomas may only be awarded if exchange students can meet all state of Maryland graduation requirements during their year stay.
- Evaluation for a diploma requested Yes No Official transcript and notarized translation will be sent by _____
- The exchange program organization that I represent is currently approved by the CSJET.

 Signature, Exchange Program Representative

PART II: TO BE COMPLETED BY THE INTERNATIONAL STUDENT GUIDANCE OFFICE

Recommended placement for the year ____ in grade ____ . Receiving Schools _____
 School Principal _____ Phone () _____

Diploma candidate: Yes No

 Signature, ISGO Staff ____ / ____
 Date

PART III: TO BE COMPLETED AFTER PHONE CONTACT WITH PRINCIPAL

- Approved for admission as an exchange student, as recommended by the International Student Guidance Office.

 CONTACT PERSON ____ / ____
 Date

Placement approval mailed _____