



Required Documents to Upload to the Online Application

Important Tips:

- Gather all documents in advance and scan to your device.
- Documents must be clear and scanned at their original size.
- Photos are not recommended and will delay the process.
- Scan multiple pages of the same document as one document.
- Scan all pages upright (top to bottom).
- For assistance with scanning, please visit a library or office supply store.

Age Verification Documents

1. Current Passport

Middle School Application - Academic Records

1. Report Cards for the most current year and previous year (2 years)
2. Report Cards for the most current year and previous year (2 years) - translated to English
3. Most Recent Standardized Test Results (if applicable)
4. Most Recent TOEFL, IELTS, or [Duolingo](#) Results
5. Assessment or Evaluation (if applicable): IEP, 504, or Psychoeducational Evaluation

High School Application - Academic Records

1. Official Transcript(s) for the most current year and previous two years (3 years)
2. Official Transcript(s) for the most current year and previous two years (3 years) - translated to English*
 - a. Include the school seal
 - b. Include the number of hours per course per week
 - c. Include a course catalogue
3. Most Recent TOEFL, IELTS, or [Duolingo](#) Results
4. Assessment or Evaluation (if applicable): IEP, 504, or Psychoeducational Evaluation

*A Transcript Credit Evaluation Fee of \$500 is processed with tuition payments.

Immunization Record

Request this document from your physician, dated within one year. It does not have to be translated to English.

Form I-20 Required Documents

1. Bank Statement or Official Letter from the bank verifying sufficient funds. Please contact your admissions representative for this figure. ([View Sample](#))
2. Current Form I-20 and F-1 Visa (if applicable)