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## FOREIGN EXCHANGE PROGRAM

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### APPLICATION PROCESS

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#### **ACADEME OF THE OAKS STUDENTS APPLYING FOR FOREIGN EXCHANGE:**

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1. Students interested in a foreign exchange submit an application to the Exchange Program Coordinator, Ms. Karma Sanchez. Deadline for application for an exchange during the following 10<sup>th</sup> grade school year is November 15 of the 9<sup>th</sup> grade school year.
2. The application for an exchange will be forwarded to the Leadership Group and high school faculty, where a determination will be made regarding the advisability of a foreign exchange for the particular student, as well as recommended times and duration of an exchange.
3. Upon approval, the applicant student, in conjunction with the Foreign Exchange Coordinator, may contact the school abroad that he or she is interested in attending. Academe's business office will provide accepted applicants with a list of schools and contact information, and, if available, contact information and documents pertaining to foreign students searching for an exchange partner. However, the search for an appropriate exchange partner is ultimately the responsibility of the student and his or her family.
4. Once an exchange partner is identified by the student and family, they inform Academe's office. The office will take the necessary steps for a visa application for the foreign exchange student.

5. The Academe of the Oaks student obtains an application packet from the foreign school to which they are applying. The application must be completed by the student and returned to the foreign school.
6. Foreign school admissions office sends a letter of acceptance to the Academe student, which will be used to obtain the adequate student visa. (We are not able to give accurate information regarding visa requirements, as regulations vary from country to country and are regularly modified. Please inquire at the consulate website of the country you are considering.)
7. Upon finalization of exchange dates, the student family proceeds to make transportation arrangements in conjunction with the exchange partner family. In addition, the Academe faculty will determine all academic make up work required.
8. Students returning from participating in an exchange will have the opportunity to share their experience with the Academe student body.

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**EXCHANGE PARTNERS APPLYING TO ACADEME OF THE OAKS:**

1. Once an exchange partner is identified, the foreign student must apply to Academe of the Oaks. Our office sends a foreign exchange application packet to the prospective exchange partner. This application must be returned promptly in order that Academe of the Oaks can procure adequate immigration documents for the visiting student. The visa process cannot be initiated until all application forms are completed, returned to our office, and approved.
2. Upon receipt of completed foreign exchange program application, approval by the Leadership Group and the faculty is required. Following approval, an acceptance will be sent to the exchange partner, along with appropriate documents necessary to obtain a student visa.