

NORTHERN CALIFORNIA CONFERENCE

NON-IMMIGRANT ACCEPTANCE INFORMATION SHEET (NAIS)

(Revised 9-24-2014)

Please type or print legibly

PART I: STUDENT INFORMATION

(To be completed by the student/parent/guardian)

Last Name:			First Name:			Middle Name:		
Date of Birth(MM/DD/YYYY):				Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female				
Home Phone:			Cell Phone:			Email:		
Education Level: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Other _____						Grade:		
Country of Birth:				Country of Citizenship:				
Address in Home Country		Street						
		City						
		Province						
		Postal Code						
Address in the US		Street						
		City						
		Province						
		Postal Code						
Father's Name (Last, First, Middle):					Phone & Email:			
Mother's Name (Last, First, Middle):					Phone & Email:			

PART II: SCHOOL & FINANCIAL INFORMATION

(To be completed by the school)

1. I-20 will be issued for the student named on Part I for:		<input type="checkbox"/> Initial attendance at this school	<input type="checkbox"/> Change in status (Submit I-20, I-539, I-901, original I-94 & fees to USCIS)	<input type="checkbox"/> School Transfer (Please complete Part III & I-20 VTRF)
2. Enrolling at:	School Name:			
3. English Proficiency is required at this school : <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. The student has the required proficiency: <input type="checkbox"/> Yes <input type="checkbox"/> No				
5. The student is not yet proficient, English instruction will be provided at this school <input type="checkbox"/>		6. English Proficiency is not required because: _____ _____		
7. Tuition & Fees (Please state exact amount): \$ _____		8. Living Expenses (Estimated total living expenses for one term): \$ _____		9. Total (Add #7 & #8): \$ _____
10. Student's Personal Funds: \$ _____	11. Student's Family Funds: \$ _____	12. Other Funds (Specify): \$ _____		13. Total (Add #10, #11, & #12) (<i>Must equal or exceed #9</i>) \$ _____
14. The student is expected to report to the school not later than: _____ and complete studies not later than _____. (<i>Note: The graduation date can be entered as the last day of the academic term if the student intends to remain a student until graduation from academy.</i>)				15. The normal length of study is: _____. <input type="checkbox"/> Years <input type="checkbox"/> Months
16. Remarks: _____ _____				
17. This document accurately reflects the student and family information provided to the school by the parent/guardian/sponsor. The student has met all the qualifications for enrolment and approved to receive an I-20.			18. Signature of principal/registrar:	

PART III: STUDENT TRANSFERRING FROM ANOTHER U.S. SCHOOL

(To be completed by the student/guardian)

If you are a transferee, request your current school's Designated School Official (DSO) to complete the I-20 Verification and Transfer Request Form (VTRF). The SEVIS transfer will be completed only when you report to a Northern California Conference school within five days of the start of the quarter. You may lose your F-1 status if you fail to do so.

Are you planning to travel out of the U.S. before classes begin? Yes No

Student's Signature:

Date:

PART IV: I-20 DOCUMENTS & PROCEDURE

(Documents must be kept in a locked file cabinet)

International students may be issued an I-20 **ONLY** upon completion and submission of the documents stated below. These documents should be received at the NCC Office of Education to generate an I-20 which is required for F-1 (student) visa application.

Students will be accepted in the school program upon approval of the F-1 visa application and after meeting all of the NCC school's entrance requirements for enrollment.

Documents		Status
1. Financial evidence showing sufficient funds to cover student's tuition and fees and living expenses	<input type="checkbox"/> Bank statement or certification letter <input type="checkbox"/> Full payment of tuition and fees upon registration (If no other available documentation is available) <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
2. Completed NAIS Form (Issued by the NCC Office of Education)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
3. Copy of student passport information page		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
4. Copy of student medical and immunization records (If available)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
5. Student transcript, report card, or diploma (Evaluated for appropriate academic of grade placement)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
6. Student registration form (Issued by the school only)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
7. International Student Sponsor/Host Information (Issued by the NCC Office of Education)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing
8. Copy of I-20 and both sides of I-94 (ONLY for students currently studying in the US)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing <input type="checkbox"/> N/A
9. I-20 Verification & Transfer Request form (ONLY for students transferring from other US school)		<input type="checkbox"/> Submitted <input type="checkbox"/> Missing <input type="checkbox"/> N/A

IMPORTANT: Students must keep the original I-20 for travel and identification purposes.