International Student Handbook

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Welcome

Located near Seattle in Des Moines, Washington, Holy Trinity Lutheran School serves students from around the world with a high-quality, Christian, private-school education. Students are immersed in the English language and supported with focused English instruction.

Admissions Requirements

Application Requirements

All international applicants must apply online at mytads.com/a/htls. The following information will be required on the online application in English:

- Student's family name
- Student's first name (as written on passport)
- Country of birth
- City of birth
- Country of citizenship
- Home country address
- Name of United States agent/guardian/contact
- United States address (if available)
- United States phone number (if available)
- Planned length of study at this school
- Level of proficiency in English
- Grade level applying for which you are applying

Supporting Documents

In addition, international applicants must submit the following documents to the school:

- Bank statement (in US dollars) showing the family's ability to cover student's support including tuition and fees and living expenses
- A copy of the student's valid passport including the photo
- A copy of the student's report cards or transcripts from the last three years, including the most recent

Interview

All international applicants must participate in an in-person or online interview before they can be accepted.

Tuition and Fees

To be admitted, applicants must pay the application and registration fees and complete a tuition agreement. Failure to make timely tuition payments will result in dismissal from the school and termination of the I-20. Registration fees are non-refundable. All fees must be paid in full before transcripts will be released. Housing fees must be paid prior to the start of each semester. Housing fees are non-refundable.

English Proficiency

Students must be deemed proficient in English at the time of their visa interview. Additionally, students will be tested upon arriving at Holy Trinity. Some students may be ready for immediate standard English courses while others will be placed in English as a Second Language (ESL) classes.

F-1 Visa Requirements

Students enrolled at Holy Trinity on an F-1 visa are required by the U.S. government to meet the following criteria:

- Enroll in a full course of study at the beginning of every school session
- Consult with the administration before dropping below a full course of study
- Report address changes to the administration within 10 days of a change
- Report any change in sources of financial support to the administration
- Seek the approval of the administration and USCIS before engaging in employment
- Notify the administration prior to traveling outside the United States
- Notify the administration upon applying for a change of nonimmigrant status
- Consult with the administration to extend their program
- Notify the administration if they intend to transfer

Formula for Success

Success for international students at Holy Trinity requires commitment to achievement and a strong work ethic. Participation in school activities, assimilation with American culture, and the cultivation of friendships with English-speaking students improves development of English. English must be spoken at every opportunity. Regular attendance ensures academic success. The teachers and administration of Holy Trinity share the goals of international students and are committed to challenging and serving all students to prepare them for the next level of their education.

Student Conduct

All students must follow the rules and policies of Holy Trinity Lutheran School as spelled out in the school handbook. Additionally, international students must follow their host family's rules while in the United States. Students may not at any time use or possess tobacco, alcohol, or illegal drugs. Serious offenses or repeated violations may result in immediate dismissal from the school and termination of the I-20.

Academic Policies

Coursework

International students must participate in the full curriculum of Holy Trinity Lutheran School. Courses include:

- Religion
    - ChristLight (Grades K-8)
    - Hymnology (Grades K-8)
    - Catechism (Grades 5-8)
- Mathematics
- English language arts
- Social studies
- Science
- Physical education
- Art
- Music

English as a Second Language

International students will participate in supplemental English as a Second Language (ESL) classes to support their academic achievement unless the students demonstrate high proficiency in written and spoken English and no longer need the additional support. This determination will be made by the classroom teacher. International students will be expected to speak in English at all times throughout the school day and at school events. Translation tools will only be allowed at the discretion of the teacher.

Academic Standing

Students must maintain good academic standing. In order to remain at Holy Trinity Lutheran School, international students must maintain at least a 2.0 grade point average and faithfully complete all coursework on time.

School Supplies

Students are expected to provide their own school supplies. These are not provided by host families. The school supply list is available from the school office or on the school website. Additionally, international students will need a computer, laptop, or Chromebook at their host family's house to use for completing homework.

Travel Disclosure

International students' parents must notify the school of international travel plans to and from school and during breaks.

Housing

Holy Trinity arranges housing for international students if needed and if hosts are available. International students requiring housing provided by Holy Trinity will be accepted on a limited basis depending on host family availability. Compensation for housing arranged through Holy Trinity will be paid by the school directly to the host family. Students and families may make private arrangements for housing which do not involve Holy Trinity. If private arrangements are made between parents and hosts, Holy Trinity will not be responsible for any payments due the host family. All housing arrangements must be approved by Holy Trinity. Several important guidelines apply to housing:

- We encourage home-stay arrangements with families who speak English in the home.
- Students may not live alone but must live with an approved family.
- The home must have adequate space and privacy so that the students may study without distraction and interruption.
- Bathroom and shower facilities must be adequate.
- The host family must provide regular meals.
- The home-stay parent(s) must supervise student activities away from school. They must provide transportation to and from school, for extra-curricular activities, for transportation to and from the airport, etc.
- We encourage all students who are housed at WELS/ELS homes to participate in regular family devotions and worship services.
- The host family may be asked to provide housing during scheduled school vacations. Students and housing families will work out the details and arrangements.
- Permission must be granted by the host family if the student has family or other visitors. The host family must be given advance notice about the specific time and duration.
- Students are required to remain with their designated host family for a minimum of one semester; transfers to other family homes will be made at the discretion of the administration and with the written consent of the parent(s).
- Students must respect the authority and discipline of the host parents and follow the host parents' rules.