

Application Procedure

Privately Sponsored Foreign Student

1. Adult sponsor must provide the Student Data and Information Services Department with an official transcript, record of prior education from student's home school, and an English translation of the same documents. The date the student would receive a high school diploma or its equivalent from home school must be noted; also, years of English language and placement there is necessary.
2. If the student is accepted, the adult sponsor must complete a notarized AFFIDAVIT of SUPPORT, the Temporary Guardianship paperwork from Douglas County School District, and include the necessary attachments:
 - a. Statement (on letterhead) from bank
 - b. Statement (on letterhead) from employer
 - c. Cashier's check (U.S. bank) for full unsubsidized tuition, payable to Douglas County School District
 - d. Birth Certificate (original and a certified translated Birth Certificate into English)
3. Adult sponsor must complete and sign Request for Enrollment–Privately Sponsored Foreign Student, and present it to the Student Data and Information Services department with proof of residence in the Douglas County School District (lease/rental agreement, deed of trust, warranty deed, Douglas County tax notice, or purchase agreement). The department is open Monday – Friday, 8:00 AM – 4:00 PM.
4. Upon the necessary approvals, the Student Data and Information Services department will complete and sign the Certificate of Eligibility for Nonimmigrant (F-1) Student Status (US Government Form I-20).
5. Adult Sponsor will send completed Form I-20, Affidavit of Support, and Temporary Guardianship paperwork from the Douglas County School District with attachments to the student's home country.
6. Student will read and sign Form I-20 and take all documents with current passport to the nearest American Embassy/Consulate.
7. Parent(s)/Guardian(s) of student must complete their portion of the Temporary Guardianship paperwork from Douglas County School District. The original Temporary Guardianship paperwork must then be sent to the Student Data and Information Services department.
8. American Embassy official will review documents and if approved, stamp Student (F-1) Visa into passport.
9. Upon the student's arrival in Denver, adult sponsor and student must come to the Student Data and Information Services department. **BE CERTAIN TO BRING ALL OF THE STUDENT'S PASSPORT DOCUMENTS, MEDICAL, AND ADDITIONAL SCHOOL RECORDS.**
10. The Student Data and Information Services department will confirm all documents are in order including transcripts, immunizations, student accident and health insurance, and authorize enrollment. The Student Data and Information Services department will notify school when all paperwork is in order. The school will review the provided documentation
11. For official enrollment and registration, the adult sponsor and student will call the assigned school and make an appointment with student's counselor/dean to determine a schedule of classes.

The Student Data and Information Services department is located in the DOUGLAS COUNTY SCHOOL DISTRICT in COLORADO.