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# **Application Instructions**

# Thank you for your interest in Valley International Academy High School. The High School admissions procedure involves the following steps:

# 1. Student Information Form. Student, please complete the “Student information

# Form.”

# 2. Student Questionnaire. Student, please complete the “Student Questionnaire.”

# 3.Family Questionnaire. Parents, please complete the “Family Questionnaire.” If the

# prospective student has learning differences, please include all relevant information

# such as test results and accommodation plans.

# 4.Teacher Recommendation. Use the enclosed “High School Applicant Assessment

# Form to obtain a recommendation from one or more teachers or counselors at your

# present school. Provide the teacher(s) with the pre-addressed and other contact

# information.

# 5. Return your application and all requested supplemental materials with the non-

# refundable $300.00 application fee.

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| Payment method: Wire-Transfer, Check or Money Order (from American bank or institution).(Not accept credit card) |
| Wire account Info: Name of account: International Valley Management Inc.  Account #: 5790423098  Swift code for international wires: CALBUS66  Routing or ABA #: 121002042  Bank Name: California Bank & Trust  Bank Address: 700 West El Camino Real, Mountain View CA, 94040 USA |

# Upon receipt of all of the application materials requested here, the Admissions Office will schedule and interview for the prospective student and his or her family with members of the High School Faculty. **We need to have all of your supporting documents** (please see the Application Checklist) **before we can process your application.**

# If you have questions during the application process, please do not hesitate to contact VIA Admissions Office at 408-866-9988 or [admissions@valleyacademy.org](mailto:admissions@valleyacademy.org)

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Phone: (408) 866-9988; Fax:(408) 866-9989

Email Address: [admissions@valleyacademy.org](mailto:admissions@valleyacademy.org)

# APPLICATION PACKET

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# Application Checklist

# (Please make sure that each item is checked off or if it is non-applicable list N/A)

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| Student First / Last Name: |

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|  | Student Information Form (Please directly type on the Form) |
|  | Family Information Form (Please directly type on the Form) |
|  | Teacher Recommendation Form ( Please directly type on the Form) |
|  | Passport copy |
|  | School Transcript(s) and Test Scores (Original/ Official transcript must be submitted when attending VIA)  Note: 1Transcript must be originals and issued by academic institution in English version.  2.Transcripts for at least the previous three years (students applying to grades 10-12 should include a complete middle school transcript)  3.Each transcript should indicate years of attendance, subjects studied and the grade earned in each subject.  4If foreign transcript in another language, it must be accompanied by notarized English translation.  Student are required to submit the official notarial transcripts to VIA when attending VIA. |
|  | Copy of immunization records |
|  | Proof of monetary funds/bank certified letter **(Above $50,000 U.S dollars)**  The bank certified letter older than 3 months will not be accepted. |
|  | $300 Non-refundable application fee international students |
| **If a student is accepted by VIA, the student must pay the SEVIS fee to process the I-20 and the deposit to hold a place in the school.** | |
|  | $200 Non-refundable International Student SEVIS (I-20) fee (It is not required for F-1 transfer students.) |
|  | $3,500 ( This Deposit is to keep the student’s seat reserved and will be credited toward the first academic year’s tuition fee.) Refundable only if visa is denied by embassy. |

## STUDENT INFORMATION

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| --- | --- | --- | --- | --- |
| First Name | Middle Name | Last Name | Preferred Name or Nickname | Sex |
|  |  |  |  | Male Female |

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| --- | --- | --- | --- | --- |
| Age | Current School Grade | Date of Birth ( MM/DD/YYYY) | City and country of Birth | Country of Citizenship |
|  |  |  |  | U.S. Citizen  U.S. Permanent Resident  International Student from: |

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| --- | --- | --- | --- | --- | --- | --- |
| Social Security/Greencard/  International Student Passport Number | Ethnicity (optional, check all that apply) | | | | | |
|  | Black or African American Asian White Hispanic or Latino American  Indian/Alaskan Native Native Hawaiian or Other Pacific Islander  Multiracial:       Other: | | | | | |
| Home Address: Street address | | City | | State/Province | Country | Zip/Postal Code |
|  | |  | |  |  |  |
| Home Telephone (include country, city, and area code): | | | Fax (include country, city, and area code): | | | |
| Additional Telephone (include country, city, and area code): | | | E-Mail Address: | | | |

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| What are your intended start and end dates for our school? Be precise. Start:       End: |
| Seeking admission for which grade (select one only):  9 grade  10 grade  11 grade  12 grade |

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| *Educational Information* | | | | |
| 1.List the schools you have attended in the past three years **beginning with your current school**. | | | | |
| Name | Grade Levels | Contact Name | Phone | Address |
| (1) |  |  |  |  |
| (2) |  |  |  |  |
| (3) |  |  |  |  |
| 2.Is English your first language?  Yes  No If no, what is your first language? | | | | |
| 3.Have you studied English? (If English is your 1st language, please skip this question  Yes  No  If yes, for how long? | | | | |
| 4.Have you ever repeated a grade?  Yes  No If yes, which grade and why? | | | | |
| 5.Have you ever skipped a grade?  Yes  No If yes, which grade and why? | | | | |
| 6.Have you ever been arrested by the police or suspended, dismissed or expelled from any school?  Yes  No  If yes, please explain: | | | | |
| 7.Please list your latest test scores (e.g. STAR, PSAT, SSAT) : | | | | |
| 8.Will you require a boarding/homestay placement for the upcoming school year?  Yes  No | | | | |

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| *International Students* |
| 1.Have you ever lived in the United States?  Yes  No If yes, for how long? |
| 2.Where did you live currently? |
| 3.Immigration Status:  U.S. Permanent Resident  I require an I-20  I require a transfer I-20  I have a       visa |
| 4.Have you ever taken an English proficiency test (TOEFL, IELTS)?  Yes  No  If yes, which test and when?       Please list your test scores: |
| 5.Please check the appropriate boxes to indicate your opinion of your English skills: |
| English Listening Ability:  None  Beginning  Good  Very Good  Excellent |
| English Speaking Ability:  None  Beginning  Good  Very Good  Excellent |
| English Reading Ability:  None  Beginning  Good  Very Good  Excellent |
| English Writing Ability:  None  Beginning  Good  Very Good  Excellent |

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| *Student Questionnaire* |
| We would like to know more about you, including your interests, talents, and experiences. Please answer the following questions. |
| 1.What is your favorite subject?  Why? |
| 2.What is your least favorite subject?  Why? |
| 3.Do you like to read?  Yes  No  What are your favorite books? |
| 4.What type(s) of music do you like? |
| 5.Do you play any musical instruments?  Yes  No  If yes, which one(s) and for how long have you been playing it/them? |
| 6. Are you an artist or interested in art?  Yes  No  If yes, what type of art? |
| 7. Are you interested in playing sports? Yes  No  If yes, please list in order of preference: |
| 8. Do you enjoy outdoor activities such as hiking, biking, camping?  Yes  No  Never tried.   1. If yes, what have you done and when? 2. If you’ve never tried them, would you like to?  Yes  No |
| 9. What other extra-curricular activities or hobbies do you participate in? Also, please describe any leadership positions you have taken. |
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| 10. Please list any awards or honors you have received. |
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| 11. What are your educational goals? |
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| 12. How do you feel VIA can help you achieve these goals? |
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| 13. How did you hear about us?  VIA English website VIA Chinese website(全球教育网)  Friends    Education agency  Boarding School Review  Other: |

## FAMILY INFORMATION

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| Student Currently Lives With (please check all that apply):  Mother Father  Guardian  Other (please specify): |

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| |  |  |  |  | | --- | --- | --- | --- | | **Information About (check one):**  Father  Mother  Guardian  Other \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | First Name | Middle Name | | Last Name | |  |  | |  | | Occupation | Title | | Company  Name | |  |  | |  | | Business Address (City, State/Province, Country, Zip/Postal Code): | | | | | Business Telephone (inc. area/country code): | | | | | Telephone: | | Fax: | | | E-Mail Address: | | | | | Home Address (City, State/Province, Country, Zip/Postal Code): | | | | | Home Telephone (inc. area/country code): | | | | | Telephone: | | Fax: | | | | |  |  |  |  | | --- | --- | --- | --- | | **Information About (check one):**  Father  Mother  Guardian  Other \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | First Name | Middle Name | | Last Name | |  |  | |  | | Occupation | Title | | Company  Name | |  |  | |  | | Business Address (City, State/Province, Country, Zip/Postal Code): | | | | | Business Telephone (inc. area/country code): | | | | | Telephone: | | Fax: | | | E-Mail Address: | | | | | Home Address (City, State/Province, Country, Zip/Postal Code): | | | | | Home Telephone (inc. area/country code): | | | | | Telephone: | | Fax: | | |
| If relevant, please indicate to whom and where an additional copy of all correspondence should be sent: | | |
| Name (First & Last Name): | Relationship: | |

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| Address: Street address | City | | State/Province | Country | Zip/Postal Code |
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| Area Code/Phone: | | Fax: | | | |
| Additional Telephone: | | E-Mail Address: | | | |

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| Names and ages of siblings: | | | | | |
| Name, address, telephone number and relationship of person(s) with whom the student may leave campus: | | | | | |
| No | Name | Address | City/State/ZIP | Area Code/Phone | Relationship |
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| 2 |  |  |  |  |  |

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| Can you meet your share of the financial obligations of our school (including living expenses for your child’s welfare)?Yes  NoIf no, please send us a letter stating your family’s financial position and why our school should give special consideration to your child along with our Financial Aid TApplication (available for download on our website). |

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| *Parent / Guardian Questionnaire* |
| **The following section is to be completed only by the applicant’s parent or guardian** |
| Please answer the following questions. If you need more space, feel free to continue on a separate sheet of paper.  Name:       Relationship to applicant: |
| Which resource(s) did you use to learn about Valley International Academy?  School Fair  Magazine/Newspaper  Independent Educational Consultant  School Resource Book  Current/former VIA parent/student/friend  Internet/World Wide Web Name of resource/website: |

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| 1.What are your goals for your student at Valley International Academy? |
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| 2.Please describe your student’s character and/or personality |
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| 3.Has your student experienced any significant problems with academic performance, emotions, or behavior? If so, has your  student received special tutoring or counseling related to these problems? Please explain. We are here to help. |
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| 4.Have there been any family changes, learning challenges or illnesses which might distract the student or affect his/her classmates? |
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| 5.Please comment as to why you feel your student would make an important addition to our student body? |
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| **To the Applicant:**  Please type your name in the space below and then give this form, along with an addressed, stamped envelope, to your current teacher.  **Typing your name here constitutes a valid electronic signature.** | | |
| Signature of student: | Applying to grade: | Date (MM/DD/YY): |

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| **To the Parent/Guardian:**  Please read and type your name on the statement below. **Typing your name here constitutes a valid electronic signature.**  I acknowledge that I waive my right to read the confidential teacher recommendation and the school report for the student listed above. | | |
| Signature of parent or guardian: | | Date (MM/DD/YY): |
| Phone number: | E-mail address: | |

## TEACHER RECOMMENDATION

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| **To the Teacher:**  This recommendation will remain confidential and will not become part of the student’s permanent record. When you have completed it, please email it to [admissions@valleyacademy.org](mailto:admissions@valleyacademy.org) or send it in the envelope provided. Be sure the parent/guardian has signed the form in the space above. Feel free to use additional sheets if necessary. Thank you for your cooperation and candor. |
| How long have you known the student academically?       Outside the classroom? |
| In what year(s) did you teach the student?       How large is/was the class? |
| Course Name(s): |
| Is the student on a block schedule?  Yes  No |
| Is this course designated as an honors or accelerated course?  Yes  No |
| Briefly describe your course. It is especially helpful to know what texts are used and if the students are grouped by ability. |
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| What are the first three words that come to mind when describing this student? |
| 1. |
| 2. |
| 3. |

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| How accurately does the student read and understand what he or she has learned? |
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| How well does the student study in comparison with other students? Please be specific about areas of strength and weakness. |
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| How well does the student accept advice or criticism? |
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| Please comment on this student’s character, citizenship, and contributions to your school community. |
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| Please add any additional information necessary to give us a more complete picture of the student. | | | | | | | | |
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| *Thank you for taking valuable time to complete this evaluation. Your comments are an important part of the student’s application.*  **Typing your name here constitutes a valid electronic signature.** | | | | | | | | |
| Signature of teacher: | | | | | | | | Date (MM/DD/YY): |
| Title: | School: | | | Phone Number: | | E-mail Address: | | |
| School Mailing Address | | City | State/Province | | Country | | Zip/Postal Code | |
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