



NORTH FLORIDA CHRISTIAN SCHOOL
3000 North Meridian Rd.
Tallahassee, FL 32312
Dr. Tom Phillips, Administrator
FACCS, SACS

Requirements for International Students Applying to North Florida Christian

Evaluation Process

1. Submit translated and evaluated school records and transcripts through Josef Silny & Associates. **Please see the following page for detailed instructions on this step.** Please contact Josef Silny & Associates with any questions regarding this process. The results of the translation & evaluation done by Josef Silny will be sent to both the student as well as to North Florida Christian School for review.
2. Submit official English proficiency test results from one of the following:
 - a. TOEFL Junior: http://www.ets.org/toefl_junior/contact/standard
 - b. TOEFL: <http://www.ets.org/toefl> - Please request on the TOEFL registration form that scores be reported directly to North Florida Christian School, code _____.
3. Submit a document from a financial institution proving adequate funds to pay tuition, fees and living expenses for the period of time the student will be attending NFC.
4. Provide proof of country of citizenship (Passport and/or Birth Certificate)
5. International students at NFC **must live with a local host family that is either a relative or legal guardian** and must provide proof of local address and telephone number of host family (this should also be on the NFCS application.)
6. Submit the NFC application with the \$200 New Student Registration Fee and a \$500 International Student Evaluation Fee.

I-20 & Visa Process

Once the above steps have been complete and the review process is completed, NFCS will then determine if the student is accepted. If the student is accepted NFC will issue the I-20 to the student. **NOTE: the I-20 will not be issued until ALL the above has been completed and approved. All fees are non-refundable.**

1. Before attending the Visa appointment in the home country, the student will need to do the following:
 - a. Complete & Submit the I-901 form by going to www.fmjfee.com
 - b. Submit Form I-901 and Fee Payment
 - c. Once the payment is made, print the receipt and take to Visa appointment for proof of payment along with the I-20 issued by NFCS.

In Country Process

NFCS will also need the following upon student entering the United States:

1. A copy of the student's visa
2. A copy of the student's passport
3. A copy of the student's Form I-20 showing the admission number in to the U.S.



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Information for International Students concerning school records and transcripts

Before an international student can be accepted or issued an I-20, a Foreign Credential Evaluation must be obtained. The purpose of this is to determine the foreign education equivalency in the United States. This evaluation lists equivalent U.S. grades and is required for students transferring into North Florida Christian School. It is also required that this evaluation be secured through:

Josef Silny & Associates, Inc.
International Education Consultants
Mailing Address: 7101 SW 102 Avenue, Miami, FL 33173
Telephone: (305) 273-1616 FAX (305) 273-1338
E-Mail: info@jsilny.com

Please refer to Josef Silny & Associates website at www.jsilny.com. This will bring you to the Home Page. Under "services" you will need to click on DOWNLOAD PROCESSING FORMS. Once the forms to download appear you will need to choose the FOREIGN CREDENTIAL EVALUATIONS APPLICATION. After you click and open this link you can print the application. **Continue to proceed according to the instructions provided on the website.**

As you are completing the application please note these specifics that **must be on your application** in order to meet the requirements of North Florida Christian School.

1. When you are choosing the "**Types of Professional Services Requested**", there are two services that you must choose. **Course-Course (US)** and **High School Grade Point Average (US)**.
2. The application will ask you to "**Please explain the purpose of this evaluation**". In the space provided you will need to answer with "**For admission, placement and GPA in a primary and/or a secondary school in the United States**".
3. When you get to the question "**From whom did you learn of Josef Silny & Associates, Inc.**" you will provide them with our school name: **North Florida Christian School**.
4. The application will tell you "**If you want your evaluation sent to an agency, employer, or educational institution please list their names and addresses below**" and you will provide them with the following school information:

North Florida Christian School
Attn: Admissions Office
3000 North Meridian Road
Tallahassee, FL 32312

If you have any questions anytime during the application process you will need to **contact Josef Silny & Associates, Inc. directly** with the contact information provided by their website.