

Orchard Lake St. Mary's Preparatory
Application for International Student Admission



**All questions regarding this application and its contents should be directed to
Candace Castiglione, Dean of Admissions**

248-683-0514

admissions@stmarysprep.com

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
(Excludes Canada)

Directions for Completion and Submission of the Application

1. Current 8th and 9th grade students are welcome to apply for the 2015-2016 school year. Midyear acceptances for the 2015-2016 school year is also available to 9th grade students.
 2. Interviews with the Dean of Admissions, International Student Advisor and ESL Department Chair will be required for final decisions. This will be set up with the Dean of Admissions after all requirements have been completed
 3. All portions of the application must be scanned and emailed to: admissions@stmarysprep.com
 4. If at any time you have questions regarding this application, please contact Candace Castiglione, Dean of Admissions at 248-683-0514 or cknight@stmarysprep.com
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Application Sections I-III COMPLETED BY PARENTS/STUDENTS

Section I- Applicant Information – to be completed by the parent or guardian

Section II- Student Application- to be completed by the student

Section II- Supplement- to be completed by the student

Application Sections IV- V COMPLETED BY CURRENT SCHOOL

Section IV- Transcript Release- to be completed by the school counselor or registrar

Section V- School and Student Form- to be completed by the school principal, vice principal or counselor

Please have school mail sections IV-V together to:

St. Mary's Preparatory- Admissions Center
3535 Commerce Rd.
Orchard Lake, MI 48324

Application Section VI- COMPLETED BY CURRENT TEACHER

Section VI- Teacher Recommendation- to be completed by a current teacher in the field of Math, Science, or Language Arts

Section VI- ESL/English Teacher Recommendation- to be completed by a current teacher in the field of English as a Second Language or English

Please supply the teacher with this specific form and a self addressed stamped envelope. Mailing directions are located on Section IV. This form should be mailed directly from the teacher

Requirements for International Student Admission to St. Mary's Preparatory

1. **Completion and Submission of all VII sections of this application**
2. **Copy of passport (Must be valid for 2 years from date of application)**
3. **Proof of funds equivalent to 1 (one) year of tuition**

Please visit www.stmarysprep.com for additional information.

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section I – Applicant Information
(to be completed by parent or guardian)

APPLICANT

Last Name	First Name	Middle Name
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Preferred Name

Address

City	State	ZIP
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Parent Preferred Phone <input type="checkbox"/> home <input type="checkbox"/> cell	Parent Email
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Religious Affiliation(s)	Parish/Place of Worship
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Age	Date of Birth (mm/dd/yy)	City/State of Birth
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Current Grade	School District of Residence	Current School
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Please list any other school(s) attended during grades 6 – current grade.

_____ I plan to apply as a: Day Student 7 day board 5 day board

Grade applying for

Does the applicant have a current I-20? Yes No

If yes, please indicate the SEVIS #. N _____

RESIDENCE Student resides with (check **all** that apply):

<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepfather	

Correspondence should be mailed to:

- student address listed above only
- all addresses listed on next page (if multiple addresses are provided)

Section I - Applicant Information, cont'd. (to be completed by parent or guardian)

FATHER

or guardian

Dr. Mr. Other: _____

Living Deceased

Last Name First Name

Preferred Name

Address

City State ZIP

Primary Phone check: home cell Secondary Phone check: cell work

Occupation Employer

High School Attended (optional) College(s) Attended (optional)

Stepmother (if applicable) Dr. Mrs. Ms. Other: _____

Last Name Preferred First Name

MOTHER

or guardian

Dr. Mrs. Ms. Other: _____

Living Deceased

Last Name First Name

Preferred Name Maiden Name

Address

City State ZIP

Primary Phone check: home cell Secondary Phone check: cell work

Occupation Employer

High School Attended (optional) College(s) Attended (optional)

Stepfather (if applicable) Dr. Mr. Other: _____

Last Name Preferred First Name

Section 1- Applicant Information, cont'd. (to be completed by parent or guardian)

SIBLINGS Please complete a line below for each of the applicant's siblings:

Name Current School Current Grade

Name Current School Current Grade

Name Current School Current Grade

Name Current School Current Grade

ALUMNI Please complete a line below for family members who attend/have attended St. Mary's Preparatory

Name Relationship to Applicant Class of

Name Relationship to Applicant Class of

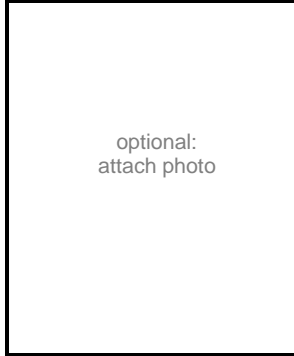
Name Relationship to Applicant Class of

Name Relationship to Applicant Class of

HISTORY Please describe any circumstances which have affected or may affect the applicant's academic performance, school attendance and/or participation in school activities (examples: accommodation plan, frequent moves/change of school, separation/loss of a significant family member, disciplinary action, significant health condition, etc.):

Please describe any extenuating circumstances pertaining to the sequence of your child's schooling (examples: double promotion, repeating a grade, being asked to withdraw from a school, being suspended or placed on probation):

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section II – Student Application
(to be completed by student)



APPLICANT

Last Name

First Name

Middle Name

Please describe your academic interests and detail any academic achievements for which you have been honored during grades 6 – 8 (examples: list academic subjects you enjoy and at which you excel, awards and honors such as Student of the Month, National Junior Honors Society, Honor Roll, etc.):

Please describe any academic challenges you have encountered during grades 6–8 (examples: an academic subject that you find particularly difficult, struggles with standardized tests, etc.):

Please describe your co-curricular interests and detail achievements during grades 6-8 (examples: list clubs, community service activities, hobbies, athletics and leadership opportunities that you participate in, both inside and outside of school, as well as any awards or special achievements you've accomplished in these activities):

Section II-Student Application cont'd. (to be completed by student)

Please your favorite book, read within the last year. Why did you enjoy it?

Is there anything else you would like us to know about you?

STATEMENT OF CONFIDENTIALITY:

It is the policy of St. Mary's Preparatory that all information received regarding a candidate's application for admission will be treated with complete confidentiality. Only authorized school personnel have access to this information and then only to the extent that the information is relevant to admission and placement decisions. It is the policy of St. Mary's Preparatory not to discriminate on the basis of race, color, religion, creed, national or ethnic origin in the administration of their admission policies, educational policies, tuition assistance or any school administered program.

SIGNATURES OF APPLICANT AND PARENT(S)/GUARDIAN(S):

I/We hereby state that the information contained herein is true and complete. I/We have not knowingly omitted any pertinent information regarding student's academic, family, medical or behavioral history. I/We acknowledge that supplemental information may be required by school(s) and understand that our application(s) will not be reviewed until supplement(s), if required, have been submitted.

Signature of applicant:

Signature _____ Date _____

Signature of parent(s)/guardian(s):

Signature _____ Date _____

Signature _____ Date _____

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section III- Supplement

This supplement is to be completed by the student. Please **handwrite** neatly.

In the spaces provided below, please answer the following question in English.

Why are you interested in attending St. Mary's Preparatory? What unique aspect about you would be an asset to our school community?

APPLICANT

Last Name

First Name

Middle Name

Signature of Applicant: _____ Date: _____

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section IV – Transcript Release Form

Parents: Please give this Transcript Release Form to your child's current school counselor or registrar. Records and recommendation forms must be sent directly from the current school.

I/We authorize the release of my/our child's:

1. *School and Student Profile* (Section V Included with this release form)
2. All high school/middle school grades and all report cards from the current school year
3. standardized test scores from high school/middle school
4. attendance and disciplinary records
5. accommodation plan required by student (if applicable)

Please scan and email all of the above to: **admissions@stmarysprep.com**

I/We authorize Orchard Lake St. Mary's Preparatory to contact schools and other sources to obtain information relative to my/our child's application. I/We will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made.

Applicant's full name:

Last First Middle

Enrolling: _____ Date of Birth: _____
Month/Year Month/Day/Year

Current School: _____

School Address: _____
Street Address City State Zip

School Phone:() _____ School fax:() _____

STATEMENT OF CONFIDENTIALITY

It is the policy of Orchard Lake St. Mary's Preparatory High School that all information received regarding a candidate's application for admission will be treated with complete confidentiality .

Only authorized school personnel have access to this information and only to the extent that the information is relevant to admission and placement decisions. Information received within this portion of the application is not disclosed to the applicant or to the applicant's family.

(Parent Signature)

(Date)

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section V- School and Student Form

This form is to be completed by the applicant's current school principal, assistant principal, or school counselor

Applicant's full name: _____
Last First Middle

Applicant's current school: _____ Current grade: _____

SCHOOL PROFILE

Your school serves grades _____ to _____

Number of students in entire school: _____

How large is a typical class? _____

In what month does your school year begin? _____ End? _____

Please explain your school's grading system:

4.0 4.3 0-100 A-F

Four passing grades Three passing grades

Other (please explain):

What is the passing mark? _____ Honors mark? _____

Are ESL classes offered? Yes No

If yes, what levels of ESL courses are offered? _____

Are there alternate ESL sections of standard classes offered? Yes No

If yes, what classes? _____

STUDENT PROFILE

Does your school rank its students? Yes No

This candidate ranks _____ out of _____

Are students placed in classes/sections according to ability? Yes No

If yes, please tell us in which level the applicant is placed. _____

Has the student taken an ESL placement test in the past year? Yes No

If so, please list the test and results: _____

Does your school have a program for special needs students (gifted, learning disabled, etc)

Yes No

Is this student involved in a program? Yes No

Name of Program: _____

Extent of student involvement: _____

How long has the student been involved in this program? _____

If the student is currently on an accommodation plan, please forward along with student records

If the student's attendance record is not listed on the transcript or report card, please indicate the number of days below:

Days absent this year _____ Days absent last year _____

Days tardy this year _____ Days tardy last year _____

Section V- School and Student Form Cont'd

If the student is not, or has not been in good academic standing within the last year, please explain.

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary punishment? Yes No

If yes, please detail the incident and appropriate action taken:

Name of person completing this form:

Print name

title

Signature

date

() _____

telephone email address

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section VI- Teacher Recommendation Form

Parent(s)/Guardian(s): Please submit this form to one of your child's current teachers in one of the following subjects: Math, Language Arts, or Science. Include with the recommendation, an addressed and stamped envelope. The address to use is:

St. Mary's Preparatory- Admissions Center
3535 Commerce Rd
Orchard Lake, MI 48324

Teachers: Please make a copy for yourself and send the original directly to St. Mary's Preparatory. Please use the addressed and stamped envelope provided from the applicant for this recommendation.

Applicant's full name: _____
Last First Middle

Applicant's current school: _____ Current grade: _____

The student named above is applying for admission to Orchard Lake St. Mary's Preparatory. As part of the admissions process, we appreciate your cooperation in completing this form. This evaluation and its contents will remain confidential, and will only be used by the Dean of Admissions in connection with an admissions decision. If the named student is denied, St. Mary's Preparatory will keep the confidentiality of this document secure and will not share details listed within.

If you would prefer to discuss the applicant by phone rather than completing this form, please check the box below, sign and return this form with your telephone(s) numbers. The Dean of Admissions will contact you soon.

I would like to discuss the applicant personally rather than completing this form

Best time: _____

Contact #: _____

Name of person completing this form: _____

Name of course(s) you teach to this applicant: _____

How long have you known this student? _____

How large is the particular section(s) of the course(s) this particular applicant is in? _____

Describe your course: _____

The items that follow ask for your sense of this student's relationship within the school community, emotional and social growth, and intellectual development. Your insight will help us to know this child. We understand the difficulty in evaluating a student, and we are aware that children are constantly developing and changing. Your responses will be kept strictly confidential.

What are the first three words that come to mind when evaluating this student?

1. _____ 2. _____ 3. _____

What are this student's special interests or abilities? _____

We would appreciate your comments and observations on the strengths, weaknesses, learning style, behavior, or classroom accommodations needed of this student. Feel free to submit any additional material if necessary. _____

Please comment on the parent(s)/guardian(s) support of the child's learning and the adult cooperation with the school _____

Please comment on the student's character, citizenship, and contributions to your school community _____

Please rate this applicant using the scale below.

	One of the top few I have ever encountered	Excellent (Top 10% this year)	Above Average	Average	Below Average	No Basis for Judgment
Motivation to Learn						
Intellectual Curiosity						
Ability to work in a group						
Organizational skills						
Work Habits						
Conduct						
Respect for Peers/Staff						
Overall Academic Promise						
Emotional Maturity						
Integrity/Honesty						
Effort/Determination						
Class Preparation						

Orchard Lake St. Mary's Preparatory
Application for International Student Admission
Section VII- English/ESL Teacher Recommendation Form

Parent(s)/Guardian(s): Please submit this form to one of your child's current teachers in one of the following subjects: English, or ESL. Include with the recommendation, an addressed and stamped envelope. The address to use is:

St. Mary's Preparatory- Admissions Center
3535 Commerce Rd
Orchard Lake, MI 48324

Teachers: Please make a copy for yourself and send the original directly to St. Mary's Preparatory. Please use the addressed and stamped envelope provided from the applicant for this recommendation.

Applicant's full name: _____
Last First Middle

Applicant's current school: _____ Current grade: _____

The student named above is applying for admission to Orchard Lake St. Mary's Preparatory. As part of the admissions process, we appreciate your cooperation in completing this form. This evaluation and its contents will remain confidential, and will only be used by the Dean of Admissions in connection with an admissions decision. If the named student is denied, St. Mary's Preparatory will keep the confidentiality of this document secure and will not share details listed within.

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Name of course(s) you teach to this applicant: _____

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Describe your course : _____

The items that follow ask for your sense of this student's relationship within the school community, emotional and social growth, and intellectual development. Your insight will help us to know this child. We understand the difficulty in evaluating a student, and we are aware that children are constantly developing and changing. Your responses will be kept strictly confidential.

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	One of the top few I have ever encountered	Excellent (Top 10% this year)	Above Average	Average	Below Average	No Basis for Judgment
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Intellectual Curiosity						
Ability to work in a group						
Organizational skills						
Work Habits						
Conduct						
Respect for Peers/Staff						
Overall Academic Promise						
Emotional Maturity						
Integrity/Honesty						
Effort/Determination						
Class Preparation						

If applicable, please indicate the test and score of the applicant's most recent language evaluation.

Test: _____ Score: _____