



International Student Application Process

Step 1: Complete the [online application form](#) which includes:

Applicant's Information

- Student Profile
 - Most recent transcript in English
- An Artistic Portfolio (required of all arts track applicants)
- Basic Family Information
- Education Background
- English and Math Teacher's Recommendation
- A non-refundable application fee of \$80

Visa Application

- I-20 Application (included in the online application)
- A scan of the applicant's passport photo page
- Proof of at least \$42,500 in funds, such as in the form of:
 - A bank statement OR Annual Salary (Employment)

Note: If you did not upload your child's

- Transcripts: You may request the transcript to be sent directly to Northern Academy's Admissions Office via admissions@northernacademy.org (Transcripts in foreign languages should be accompanied with English translation.)
- Math and English Teacher's Recommendation: please provide the names of [recommending teachers via this link](#). (Our team will reach out to the teachers with a recommendation form.)

Step 3: The applicant will complete an online English and Math assessment (Check your inbox for assessment link)

Step 4: After completing step 3 and after receiving all required documents, the applicant will attend an online admissions interview/audition (Check your inbox for the interview notification email)

Step 5: A decision notice is typically sent within 2 weeks of the interview

Step 6: Read the acceptance email carefully and confirm acceptance of the admissions offer by paying the non-refundable deposit of \$300 USD [via this link](#).

Step 7: Once we receive the non-refundable deposit of \$300 USD we will start your child's I-20 application.

F-1 Visa Application Process:



1. Pay the non-refundable deposit of \$300 USD to the school [via this link](#)
2. The PDSO/DSO (Principal designated school official/Designated school official) issues a **draft** I-20 around 5 business days after receiving the deposit
3. Double check the draft to confirm all information is correct.
 - a. If corrections are NOT needed, reply to the email stating all information is correct.
 - b. If corrections are needed, reply with the correct information.
4. PDSO/DSO will send a confirmation email to the applicant's Parent/Guardian's email address on the application.

We usually give about a month's time for the whole visa process and the student can enter as early as 30 days before the start date stated on the I-20. **Important:** Entry into the United States is **not guaranteed** after the program start date.

Step 8: After receiving the confirmation email from our PDSO/DSO, proceed with Step 9.

Step 9: Upon receiving Form I-20 from the PDSO/DSO at Northern Academy, please pay the SEVIS I-901 fee.

- Visit www.fmjfee.com. (You can only pay for the SEVIS I-901 fee using this site, do not pay via any other websites.) Keep the receipt for your visa interview.

Step 10: Schedule a visa interview at your local US Embassy or Consulate

You will need to bring the following documents to your visa interview:

1. Form I-20, with a signature from the PDSO/DSO
2. SEVIS I-901 fee receipt
3. A signed passport, valid for at least 6 months after the date you plan to enter the US
4. Visa application forms from the US consulate (e.g. DS-160) and required photos
5. Transcripts and diplomas from previous schools
6. Tuition receipt from Northern Academy, and/or
7. Evidence of proof of sufficient funds to cover tuition and living expenses
8. Acceptance letter from the Northern Academy Admissions Office
9. Information sheet about Northern Academy
10. Your intention to depart the US after completing your studies.

Step 11: Prepare for the visa interview

1. Know the usual questions
2. Practice your English
3. Know the program and how it fits your career plans
4. Employment should not be your main goal to go to the US
5. Prepare all documents and receipts
6. Arrive on time



Step 12: Once you pass your visa interview, continue with Step 13.

Step 13: Notify us of your child's visa approval by emailing proof to the Official Acceptance email.

Step 14: The Admissions Office will send you your child's Tuition Agreement and Enrollment Consent & Required Documents link.

Step 15: Complete both your child's Tuition Agreement form and the Enrollment Consent & Required Documents form. Ensure that your child's balance is paid off at least 45 days before the program start date listed on I-20.

In the Enrollment Consent & Required Documents Form, you will need to upload the following required documents:

1. Birth Certificate
2. Insurance Card
 - a. All international students are required to have a valid health insurance in the US
3. Immunization Record
 - a. Compare NYS vaccination requirements to your child's vaccination records. (NYS vaccination requirements can be found in the acceptance email and [here](#))
4. [Northern Medical Center \(NMC\) Consent Form](#)

Failure to complete Step 15 will result in the cancellation of your child's I-20 and visa.

Step 16: You will receive your child's Official Enrollment email once the uploaded health documents have been cleared by our nurse.

The Official Enrollment email contains vital information, including the link to purchase your child's school uniform, your child's enrollment date, boarding details, and more.

Step 17: Arrange for travel into the US.

Step 18: When preparing for departure to the US, notify your PDSO/DSO (both Mr. Simon Jiang (sjiang@northernacademy.org) and Chloe Chan (cchan@northernacademy.org)) about when you will be arriving in the United States. Please bring the following documents with you:

- Passport (valid for at least 6 months after you enter the US)
- Visa stamp or sticker (does not apply to Canadian citizens)
- Form I-20 (F-1)
- SEVIS I-901 fee receipt
- Supporting financial documentation

Step 19: Report to the PDSO/DSO at school on your program start date for an International Student Orientation.