



HOMESTEAD SCHOOLS, INC.
23800 Hawthorne Blvd., Suite 200
Torrance, CA 90505

POLICIES & PROCEDURES FOR INTERNATIONAL STUDENTS

School Code: LOS214F51815000

INTRODUCTION

To legally enter the United States as an International Student, you must apply to the local U.S. Embassy or Consulate for an M-1 visa. M-1 visa holder is an individual who is temporarily staying in the United States to study full-time at a vocational or technical institute.

A visa allows you to apply for admission to the United States at a Port of Entry (POE). The Customs and Border Protection Officer at the POE will issue a Form I-94 showing that you entered the United States legally. M-1 nonimmigrants are admitted for the length of their program plus any approved practical training plus 30 days to depart the United States but *not to exceed a total of one year*.

Foreign students wishing to attend a U.S school must submit an application. A prospective nonimmigrant student may start by identifying schools that are SEVIS-approved.

Upon receiving an application from a prospective student, the school will determine if you fully meet the school's criteria for admission and has adequate funds to meet the expenses of the program of study.

This information are necessary to issue a Form I-20, "Certificate of Eligibility for Nonimmigrant Students" and will be used to create an initial SEVIS record for the student.

When applying for a Student Visa, the prospective student must bring the following to U.S. Consulate during interview process:

1. Signed I-20 from the school the student plans to attend
2. Evidence that the SEVIS I-901 fee has been paid
3. A signed passport, valid for at least six months after the proposed date of entry into the United States
4. A Form DS-156, Nonimmigrant Visa Application
5. A Form DS-157A, Supplemental Nonimmigrant Visa Application

6. A Form DS-158A, Contact Information and Work History for Nonimmigrant Visa Applicant
7. One (1) 2"x2" photograph
8. Transcripts and diplomas from previous institutions attended
9. Scores from standardized tests such as TOEFL and IELTS
10. Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study
11. Applicants with dependents must also provide proof of relationship to their spouse and/or children (e.g. marriage and birth certificates)

M-1 nonimmigrant students who have been allowed to enter the United States agree to maintain their nonimmigrant status by understanding and following the terms and conditions of their status and providing the Designated School Official (DSO) with timely information needed to maintain their SEVIS records.

Students need to:

1. Enroll in a full course of study at the beginning of every session excluding authorized break periods
2. Consult with their DSO before dropping below a full course of study for any reason
3. Report address changes to the DSO within 10 days of the change
4. Report any changes in program of study
5. Report any change in academic status to their DSO
6. Notify their DSO prior to traveling outside the United States
7. Notify their DSO upon applying for change of nonimmigrant status
8. Notify their DSO upon approval of an adjustment of status
9. Consult with their DSO to extend their program for additional time to complete the program or practical training
10. Notify their DSO if they intend to transfer

ADMISSION REQUIREMENTS

1. Admissions application to be completed in English
2. Personal letter from the student seeking for admission
3. International students whose first language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Test score reports must be sent directly to the school from the test center.
4. Original transcript of student's high school grades, with English translation – to be evaluated
5. Recent medical history and physical exam clearance including proof of immunizations
 - Tuberculosis (TB) tests with negative result
 - TB test with positive result needs chest X-ray. Proof of exam or radiology report is required.
 - Tetanus shot should not be older than 10 years.
 - If Varicella titer indicates non-immunity (negative), immunization is needed. (Expires in 10 years).
 - If Measles, Mumps, Rubella (MMR) titer shows non-immunity (negative), immunization is needed. (Expires in 10 years).
 - Hepatitis B series of 3 shots is a must, with required interval such as:
 - 1st shot – anytime but at least prior to student's clinical schedule
 - 2nd shot –should not be more than 60 days from the 1st shot
 - 3rd shot –should not be more than 180 days or six months from the 1st shot
 - Hard copy of test result is needed such as laboratory result form signed and dated by the Physician with stamped license number and/or clinic name and address.
6. Medical and accident insurance
7. \$200 non-refundable application fee mailed to:
Homestead Schools, Inc.
23800 Hawthorne Blvd Ste 200
Torrance, CA 90505

All payments must be made in the form of U.S. dollars, International Money Order or Traveler's Checks. Credit cards, Checks, and Money Orders should be made payable to: Homestead Schools, Inc.

8. Proof of financial responsibility and other supporting documents

The applicant must demonstrate the ability to pay for tuition and living expenses for the course of his studies. Proof of financial responsibility may be in the form of:

- a. a current bank statement
- b. a letter from your parents or sponsor saying that they agree to pay your stay in the United States with their bank statements
- c. a letter of support or scholarship from your employer or other sponsoring organization stating that they will be able to finance you studies and stay in the U.S.

9. Copy of current and valid passport

Upon receipt of the above items, the school will process your application. Once approved, the school will issue the I-20 which you will use for your M-1 Student Visa application in order to obtain admittance into the United States.

10. All fees and other charges must be paid in full at the time of enrollment (Please see the attached Schedule of Fees)

The process for obtaining an M-1 Student Visa begins with the prospective student submitting the admissions application along with the \$200 non-refundable registration fee and proof of financial documentation to the school.

If the prospective student meets all admission and financial requirements, the school will create an initial SEVIS record and will issue a Form I-20 signed by the Designated School Official (DSO) to the prospective student. The prospective student must pay the SEVIS I-901 fee prior to applying for a Student Visa.

TUITION & FEES

Program: Vocational Nursing

(12-month full-time class)

Total Charges: \$46,000

Tuition Fee: \$28,300

Registration fee: \$200

Laboratory Fee: \$300

Textbooks/Handouts: \$800

Miscellaneous Fee (ID/Library/Diploma/Transcript): \$200

Transport to school and back, home stay/boarding for 12 months including meals: \$13,000

Medical Insurance for 12 months: \$1,200

ESL Fee: \$2,000

Program: Medical Assisting

(6-month full-time class)

Total Charges: \$22,500

Tuition Fee: \$12,500

Registration fee: \$200

Laboratory Fee: \$300

Textbooks/Handouts: \$200

Miscellaneous Fee (ID/Library/Diploma/Transcript): \$200

Transport to school and back, home stay/boarding for 6 months including meals: \$6,500

Medical Insurance for 6 months: \$600

ESL Fee: \$2,000

ACCOMMODATIONS

Housing, Food & Transportation Accommodation

The school provides housing, food and transportation and are included in the total cost of the program.

Procedures for Housing Accommodation

1. The school will arrange homestay accommodation.
2. Accommodation will need to be arranged privately but will be inspected by a school representative each term.
3. The DSO will meet with homestay students once a term to ensure that their accommodation is suitable as per school requirements and all accommodation residences will be visited at least twice yearly to ensure that they remain suitable.

Any accommodation to be done will have on-site assessment to determine that living conditions are of an acceptable standard.

The school's objective in this accommodation is to oversee that the living environment is suitable and conducive to study and provides a safe and supportive home life.

Homestay Parent Agreement

In consideration of the school's accepting the application of the Homestay Parent to host a foreign student, the Homestay Parent agrees with the school as follows:

1. The Homestay Parent confirms that all household members desire to host the foreign student.
2. The Homestay Parent agrees to provide students with their own room with a suitable desk for study purposes and necessary items such as linens, towels, etc.
3. The Homestay Parent will provide a clean, orderly, pleasant and safe living environment for the student.
4. The Homestay Parent will provide to the student three meals a day, seven days a week consisting of a variety of nutritional well-balanced foods. These meals should be taken

with the family whenever possible.

5. The Homestay Parent will involve the student in family activities and outings.
6. The Homestay Parent will not require the student to maintain their house or yard, babysit children or cook their meals. With the exception of keeping their room and all other areas used, such as the kitchen and bathroom, clean and orderly.
7. The Homestay Parent will not leave students unsupervised overnight.
8. The Homestay Parent will not allow students under 18 years of age to take unsupervised out of town trips.
9. The Homestay Parent shall discuss with the school any unresolved misunderstandings or conflicts between the Homestay Parent and student.
10. The Homestay Parent will promptly notify the school of any changes with regard to household members (boarders, renters, family members moving in or out, etc.)
11. The Homestay Parent will notify the school if the student attempts to move from their home.
12. Household members shall not abuse alcohol or drugs.
13. Household members shall not make improper advances toward the student.
14. The Homestay Parent must instruct the student on the course of action to take in the event of fire and other emergencies.
15. Household members understand that if they do not meet program standards at any time the student may, at the discretion of the school, be moved from their home, without notice or lieu payment.

BASIC IMMIGRATION CONCEPTS

1. Nonimmigrant students who follow the rules governing their stay are maintaining status. Status ends at the end of the authorized period of stay, abandonment of the nonimmigrant's authorized status, or when the nonimmigrant violates a rule governing status.
2. M-1 means a nonimmigrant temporarily in the United States to study full-time at a vocational school
 - students must be enrolled full-time in a vocational or other nonacademic school that is SEVP-certified (the only exception to the full-time study requirement is for M-1 commuter students – only Canadian or Mexican nationals that maintain their residence outside of the United States and commute to a U.S. school within 75 miles of the U.S. border qualify for commuter status)
 - students are admitted for the length of their program plus any approved practical training plus 30 days to depart the United States but not to exceed a total of one year
 - students who need additional time to complete their program or practical training must apply for an extension
 - students are admitted for a specific educational objective and cannot change that objective while in the United States.
 - Students cannot change status to F-1
3. M-2 means the spouse or child of a nonimmigrant student
 - minor M-2 nonimmigrants are allowed to attend kindergarten through high school. Older spouses and children are not allowed to engage in post-secondary study unless it is avocational or recreational.
 - Spouses and children who want to earn a degree or certificate must apply for a change of status to M-1 and cannot start school until the change of status is granted.
4. M-3 means students who live in Canada or Mexico and commute between their home and a school within the United States
5. SEVP-certified schools maintain records and report on M-1 & m-2 nonimmigrants

ROLES OF NONIMMIGRANT STUDENTS

1. Understand and follows the terms and condition of their M-1 nonimmigrant status
2. Provide their DSO with timely information needed to maintain their SEVIS record
3. Enroll in a full course of study at the beginning of every session, excluding authorized break periods
4. Consult with their DSO before dropping below a full course of study for any reason
5. Report address changes to their DSO within 10 days of the change
6. Seek the approval of the DSO/USCIS before engaging in employment or practical training
7. Report any changes in program of study to their DSO
8. Report any changes in academic status to their DSO
9. Notify their DSO prior to traveling outside the United States
10. Notify their DSO upon applying for change of nonimmigrant status
11. Notify their DSO upon approval of an adjustment of status to an immigrant
12. Consult with their DSO to extend their program
13. Notify their DSO if they intent to transfer
14. Notify their DSO about changes in dependent status

WHAT IS OPTIONAL PRACTICAL TRAINING (OPT)?

Optional Practical Training is temporary employment authorization that allows M-1 students to gain practical work experience (on- or off-campus) by applying their academic knowledge to a position directly related to their area or field of study.

To be eligible, students must have completed at least one full academic year of study. Students can work after they graduate with different guidelines.

Recommendations for OPT authorization must be entered into SEVIS within 90 days of the student's program end date. Recommendations cannot be entered after the program end date. OPT is granted only for full-time work. Total time in OPT cannot exceed one month for every four months in the SEVIS program and the total time in OPT cannot exceed six months. After the OPT end date, the student has a 30-day grace period in which to leave the United States.

The student needs to submit the required documentation before the student's program end date to the appropriate USCIS Service Center for adjudication. This documentation includes:

1. The signed Form I-20
2. A completed Form-1-765 (EAD)
3. The Fee
4. Other documentation to support application

The student must also file a Form I-539 concurrently for an extension to remain in the United States while working OPT.

GENERAL STUDENT VISA INFORMATION

Student Visas are issued at U.S. Embassy of the country of origin. The visa is placed in an individual's passport and allows the person to travel to a U.S. port-of-entry and request permission from the U.S. Customs and Border Protection (CBP) Officer to enter the United States. Obtaining a visa in this manner is also referred to as Consular Processing and is one way to obtain permission to enter the United States.

Having a visa does not guarantee entry into the United States. The determination of whether or not a person will be admitted is up to the discretion of the CBP Officer at the port-of-entry.

The time period from the visa issuance date to visa expiration date as shown on the visa is called visa validity. The visa expiration date has nothing to do with the authorized length of stay in the United States.

The dates on the visa do not indicate how long the nonimmigrant student may remain in the United States. Nonimmigrant students do not need to renew their visa in order to remain in the United States. A current visa is not needed to remain in the United States. However, a student who travels abroad and wishes to reenter the United States as a nonimmigrant student needs a valid visa.

Nonimmigrant who enters the U.S. for business and pleasure travel is not allowed to stay for more than 90 days and cannot change to student visa.

Some nonimmigrant already in the US in a valid status may be allowed to apply for a change of status to M-1. Application for a change of status is made to USCIS on a Form I-539 (Application to Extend/Change Nonimmigrant Status). Application to change to M-1 must be accompanied by a Form I-20 from an SEVP-certified school.

VISA APPLICATION STEPS:

1. Interview at U.S. Consulate
2. Bring the following:
 1. Valid passport (if the passport will expire less than 6 months from the planned arrival in U.S., get a new passport before the interview)
 2. I-20
 3. Electronic receipt for SEVIS Fee (I-797)
 4. Photograph (2 inches square, 51 mm x 51 mm, colored, less than 6 months old, against a white background, full frontal view)
 5. Proof of finances (evidence that you can support yourself during the entire stay in United States)
 6. Information about the school, program of study, calendar of activities
3. Speak with Consul
 - applicant must demonstrate that he or she is a bonafide student and qualified to take a full course of study
 - applicant must state that the visit is temporary and solely for education purposes
 - applicant must demonstrate their ability to pay for tuition and living expenses for the course of their studies (should provide bank statements or financial statements from parents, relatives, etc.)
 -
4. Will receive result after interview

ARRIVING TO LOS ANGELES, CALIFORNIA

1. Airplane attendance will provide Agriculture Form and Custom Declaration Form along with the Arrival/Departure application I-94 white card to be filled out in the plane
2. Check in at the boarder with Immigration Officer
3. Present your passport and I-20/M-1 application from school
4. Immigration Officer stamps the passport and I-94
5. Entrance approval stamp will be placed on I-20 application
6. Luggage pick-up process
7. Have your Agriculture Declaration Form ready with your passport to exit airport arrival area
8. Follow the walkway to exit LAX
9. Transportation service will be available c/o Homestead Schools
10. Student will be give a tour of the school and orientation
11. Education begins

APPLYING TO BECOME NONIMMIGRANT STUDENT

1. Submit an application for admission to the Admissions Office with the other required documents
2. The school determines if the prospective student fully meets its admission requirements and has the financial ability to pay for the education and living expenses
3. If admission and financial requirements are met, eligible applicants will receive a letter of acceptance.
4. The school admits the student and creates an Initial SEVIS record and issues a Form I-20 for the student
5. The prospective student pays the SEVIS I-90 fee (see the SEVP website at www.ice.gov/sevis for a list of questions and answers regarding the SEVIS I-90 fee)
6. The prospective student then applies to one of the following:
 - the local U.S. Consulate or Embassy for a visa (see the DOS website: http://travel.state.gov/visa/temp/types_1268.html for more information on student visas and application)
 - The U.S. POE directly, if the student is a citizen of a visa exempt country

- USCIS for a change of status to M-1, if the prospective student is in the United States in another nonimmigrant status (see the USCIS website at www.uscis.gov)

SEVIS REGULATIONS:

1. M-1 Student Transfers

M-1 nonimmigrant status is allowed for a specific program of study at one specific school.

M-1 nonimmigrant status does not allow:

1. Transfers between program levels or program types
2. Transfers between schools that involve a new program type or educational objective
3. Transfers of any kind if the M student is unable to remain at the school to which the student was initially admitted due to circumstances beyond the student's control

An M student may apply for a transfer to another school to pursue the same program of study listed on his or her original Form I-20. Transfers require DHS adjudication. Student should apply to other school that have SEVIS-approved M programs.

Upon acceptance, student should inform the DSO at the transfer-out school of his or her desire to transfer and obtain a copy of Form I-20 with transfer indicated from the DSO. The Form I-539 must be completed and the following documents must be sent to the appropriate DHS Service Center for adjudication:

1. A signed active Form I-20 from the transfer-out school indicating transfer pending
2. A signed initial Form I-20 from the transfer-in school
3. A completed Form I-539

2. Guidelines to Drop Below a Full Course Load

For Academic Reasons:

Students may have a part-time course of study for academic reasons in the following situations:

1. Student's initial difficulty with the English language or reading requirements
2. Unfamiliarity with U.S. teaching methods
3. Improper course level placement

Authorization for a part-time enrollment due to academic difficulties is limited to one Term at each program level. To maintain status, students must resume a full course of study in the next regular session.

For Medical Reasons:

M students with a documented medical excuse can drop below a course load or interrupt their studies. They are limited to an aggregate of 5 months of reduced course load.

3. Termination/ Failure To Maintain Status

M-1 students who violate the conditions of their M-1 status are considered out-of-status and unlawfully present in the United States. Being out-of-status means that a student will no longer be eligible for benefits such as optional practical training, on-campus employment or transfer to another school. It also means that once the student travels outside the country they will be unable to re-enter the U.S. on their current I-20.

Under SEVIS, your Designated School Official is required by law to report your failure to maintain status to the United States Citizenship and Immigration Service (USCIS). In some cases, the SEVIS system has the capability to automatically terminate a student/record without DSO interaction. Termination of a record cannot be cancelled. Dependents on M-2 status are automatically considered out of status when the M-1 student violates his/her status.

In some cases, you may be eligible to apply for reinstatement, a process which allows you to restore your status. If you are not eligible for reinstatement, you must leave the United States immediately. Failure to apply for reinstatement or return to your home country will result in the accrual of unlawful presence making you subject to arrest or deportation.

It is the responsibility of the student to maintain his/her immigration status. Your DSO is available to assist you, but he/she is also responsible for ensuring the school's compliance with immigration regulations concerning the enrollment of International Students. It is critical for the student to report any potential problems to his/her DSO as well as respond to any request made by the DSO

- 4. Common violations where student records from the SEVIS will be terminated are due to the following reasons:**
1. Absent From United States for Five Months
 - when the student left the United States temporarily, but was not able to return and resume their M-1 status within five months
 2. Authorized Drop Below Full Course Time Exceeded
 - If the student did not resume a full course load when required to do so.
 3. Authorized Early Withdrawal
 - If a student needs to withdraw from the school and depart the United States prior to program completion
 4. Death
 5. Expulsion
 - If the schools expels an M student
 6. Failure to Enroll
 - If a continuing student did not report at the next Term or session
 7. Suspension
 - If the school suspends the student
 8. Transfer Student No Show
 - When a student asked to transfer to our school but did not arrive within 30 days of the program start date
 9. Unauthorized Drop Below Full Course of Study
 - When a student has been taking less than a full course of study without prior approval
 10. Unauthorized Employment
 - If a student engages in unauthorized employment
 11. Unauthorized Withdrawal
 - If the student quits from going to school without notification and has not

asked to transfer to a new SEVP-approved school.

5. Reinstatement

One option to regain status with the USCIS is to apply for reinstatement. Reinstatement is the submission of a reinstatement application to the USCIS District Office, where an officer will decide whether or not to reinstate the student based on the information provided in the application. The officer is looking for circumstances beyond the student's control, which caused the student to lose his/her status. Students who are not granted reinstatement are required to return home immediately. Please be aware that there is some risk involved in the reinstatement process (i.e. you are not guaranteed approval).

A student who has worked without work authorization is generally not eligible for reinstatement.

If you are out-of-status, please contact your DSO to discuss your options. Your DSO will provide you with the necessary forms/applications. You must apply for reinstatement within 5 months of your termination.

A decision to reinstate an individual to M-1 student status is completely at the discretion of the USCIS. Designated School Official has no control over this matter what-so-ever. It is solely the responsibility of the student to maintain M-1 status. There is no appeal process for reinstatement decisions.