



## Diocese of Davenport

Office of Pastoral Services  
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Website: [www.davenportdiocese.net](http://www.davenportdiocese.net)

## Procedure for Schools

Dear Principals/Secretaries/Counselors,

We have implemented a procedure when an international student inquires about attending your school as a F1/M1 student. Please follow these procedures accurately, the Diocese of Davenport is held accountable to BCIS (immigration) to accept and report student information accurately.

Please make sure all responsible parties involved with international student's files have this information so they know what is required of them.

### Procedure for International Students:

- Student or family contacts your school about getting an I-20
- See if there is room for that student in your facility
- If you require a phone interview or person-to-person interview, please set this up. After you have had the interview and if you accept the student follow the instructions below.
- Principal sends a letter of acceptance to the Diocese of Davenport International Students person.
- Principal, secretary or counselor gives the family the website address [www.davenportdiocese.net](http://www.davenportdiocese.net) and asks them to download the appropriate forms. If they are not computer literate please send them to the Diocese of Davenport for a hard copy of the I-20 packet. The I-20 packet includes:
  - Application for Admission (*required before I-20 is issued*)
  - Declaration of Finances (*required before I-20 is issued*)
  - English Proficiency Test (*required before I-20 is issued*)
  - Important Immigration Reminders
  - Pre-Arrival manual
  - Visa Denials
  - Tips for U.S. Visa
  - What a consulate looks for
  - Frequently Asked Questions
  - Tuition Schedule
  - Semester Schedule
  - Attendance Policy (if available)
  - School handbook (please give to family)
  - Other information school requires for their school personnel file
- The F-1 student should fill out all the above materials required, send it to the Diocese of Davenport with a cashiers check or money order for \$400 US dollars made payable to Diocese of Davenport (deposit required before I-20 is issued), after acceptance, information will be entered into SEVIS and an I-20 will be printed, signed and sent back to the student in their home country along with their Declaration of Finances. They need to take these papers to their consulate for their interview.
- Once the student is approved they will be given a non-immigrant visa and come into the country. Notification of this will be made to Virginia Trujillo through SEVIS. The balance of the tuition

and fees will be made upon registration. We recommend them paying 1 full year tuition upon registration, but you can make other arrangements if necessary. The Diocese of Davenport will issue a check to your school for the \$300 deposit amount for the I-20 student. The \$100 will be a processing fee for the Diocese of Davenport, implemented 3/1/04. Implemented 5/31/05 a transfer fee of \$75 will be issued if the student transfers to another location within a 2 year period. We are trying to get them to make a 2 year commitment to our schools.

- The Diocese of Davenport will then enter the student by semesters at your school.
- Once the student arrives on campus it is then the school's responsibility to notify the Diocese of Davenport International Student Office.
- Please advise the family to make an appointment with the Diocese of Davenport International Student Office so documents can be reviewed and copied for the diocesan files and school files. (we require these documents on ALL International Students)
- The Diocese of Davenport will provide the school with a copy of:
  - Application for Admission
  - Declaration of Finances
  - Bank statement
  - English Proficiency Test results
  - 2 letters from teachers/tutors
  - Paragraph from student
  - Medical information
  - Transfer information (if this applies)
  - Any other information we might have on the student
- If a student says they want to TRANSFER to another school, please tell them to check the website for more information or contact our office. They CAN NOT TRANSFER without the proper paperwork. A form INTENT TO TRANSFER is required before a transfer will be granted. The Diocese of Davenport International Student office needs to be notified ASAP of this intention.
- A student CAN NOT move out on their own or live with another family without notification to the school and Diocese of Davenport. They are fulfilling their status is this happens. If Immigration does a spot check it could be cause for deportation.
- International Students CAN NOT WORK while here on a F1 visa in our schools. (Babysitting does not apply).

If at anytime you have questions, please contact me at 563-324-1912 ext. 256.

Sincerely,

Virginia Trujillo

International Student Advisor