



International Student Guide

Thank you for your interest in the International Student Program at Kirby School. We're delighted that you have chosen to explore the possibility of joining our vibrant, caring, community. We look forward to getting to know you and helping you throughout the application process.

Please remember that only original documents can be accepted and must be submitted in English or accompanied by a certified English translation. If you submit documents via fax, please email us to confirm that they have been received. Submit documents to:

Amy Hemmert
Director of Admissions
Kirby School
425 Encinal Street
Santa Cruz, CA 95060
admissions@kirby.org

Grade Levels and Length of Stay

We accept international student applications for grades 9-12 and require that students plan on being enrolled for at least one year. Exceptions may be made for special circumstances. Please contact the school prior to applying.

Knowing the English Language

Kirby is a college preparatory school with a rigorous curriculum. International students should have the ability to function in a classroom where instruction is provided only in English, and where fluent reading and writing in English is required.

English Proficiency: TOEFL (Test of English as a Foreign Language)

High school students attending their first year at Kirby must take the TOEFL test and submit scores to Kirby. Our TOEFL ID is B456.

Academic Records

Students must demonstrate strong academic achievement and a commitment to learning in order to be considered for enrollment. Academic records (grades or marks from the previous three years) must be submitted in English or accompanied by a certified English translation.

Immunization Record and Tuberculosis Test

An updated immunization record must be submitted with application. Students must also submit results from a recent tuberculosis test.

Tuition and Fees

I-20s are issued once a student has been accepted, and their enrollment contract and tuition payment have been received. See International Tuition & Fee Information sheet for details.



Application Document Checklist

To be considered for admission to Kirby School, the following documents must be submitted:

1. International Application for Admission
2. Student Statement
3. Parent Statement
4. Parent Agreement for International Students
5. Agent Information
6. Academic recommendation forms
7. TOEFL scores
8. Grades or marks from the previous three years
9. Graded writing sample with teacher comments from the current year
10. Immunization and TB record
11. Copy of passport with photo
12. Application fee

All required documents must be received by the school before application will be reviewed. All documents must be received in English or accompanied by a signed official English translation.

Acceptance Process & Notification

Once the Admissions Office receives all of the required documents, the student's application will be evaluated and a student interview will be conducted. (If the student is unavailable for an in-person interview, a video-conference interview will be scheduled.) If the student is admitted to Kirby, the parent or guardian/agent will receive a notification letter and contract.

Enrollment Checklist

Upon admission to Kirby, you will need to do the following:

Visa

- Apply for your visit to study in the U.S. Within 4 weeks of receiving your signed contract and tuition payment, we will issue your I-20 and send it to your agent with instructions for paying the I-901 service fee. This fee must be paid at www.FMJfee.com. After paying this fee, the I-20 must be taken to the local U.S. consulate or embassy. They will issue the F-1 Visa needed to enter the U.S. This may take weeks or months, so please allow sufficient time for processing.
- As soon as you receive your F-1 Visa, notify our Director of Admissions and International Programs, Amy Hemmert, at admissions@kirby.org.

Registration

- Registration materials will be emailed to your agent in July. You will need to complete the online registration before you arrive in California. The email will also contain important information and dates relevant to the first few weeks of school.

Before You Arrive

- Email proof of paid medical insurance to admissions@kirby.org or fax it to (831) 423-0679.
- Provide proof of contact with your agent.
- If you are staying with your parents in the U.S., please provide a local home address and phone number. If you are staying with a host family, please provide your host family's address.
- Provide proof of all up-to-date medical immunizations, including the TDAP.
- If you are interested in playing a school sport, please contact the Athletic Director, Abby Christopher at achristopher@kirby.org.



Math Assessment and Course Schedule

- Make an appointment to take the math assessment with the Director of Admissions, Amy Hemmert.
- After your assessment has been evaluated, our Academic Counselor, Lawrence Shin, will contact you to set up an appointment to discuss your class schedule.
- Class textbooks and materials should be purchased before school begins. A booklist is available on our website at kirby.org. Most books are available for purchase online.

Once You Arrive

- Call the school immediately to inform us that you have arrived.
- Student and agents/host parents are required to attend the New Student Registration before school starts in August.
- Agent/host parent must complete a medical emergency card and other required documents.

Accommodations

Kirby does not provide or facilitate host family or housing placements. It is your agency's responsibility to make these arrangements.

Contacting Kirby School

Kirby School
Office of Admissions
425 Encinal Street
Santa Cruz, CA 95060
T: (831) 423-0658 Ext. 202
F: (831) 423-0679
admissions@kirby.org



Tuition and Fee Information for International Students

Tuition and fees listed are for 2018-2019. Fees for 2019-2020 will be available in January 2019.

2018-2019 Annual Tuition: \$38,000

Application Fee: \$200

This fee is due with the application and is payable in U.S. dollars by electronic wire transfer or by check drawn on a U.S. Bank. We do not accept credit card payments.

New Student Enrollment Fee: \$1000

Accepted students will receive an enrollment contract. The New Student Enrollment Fee is due with the signed contract. This is a one-time fee.

Tuition Payment and Enrollment Information for 2019-2020:

- Tuition is due with the signed contract. Once we receive the tuition, fees and enrollment contract, we will issue the I-20.
- Tuition is non-refundable. The only exception is if the student is unable to obtain an F-1 Visa.
- Payments must be made in U.S. dollars by electronic wire transfer or by check drawn on a U.S. bank. We do not accept credit card payments.
- Enrollment at Kirby represents a legally binding contractual agreement between the parents or guardians and the school. The obligation to pay tuition for the full academic year is unconditional. To cover any unforeseen circumstances, we encourage all families to participate in the tuition insurance program. Withdrawal during the school year does not cancel the tuition obligation. To cover any unforeseen circumstances, we encourage all families to participate in the tuition insurance program.

Textbooks, Café, and Other Fees

- A materials retainer of \$500 will be collected and is to be applied towards incidentals, including, but not limited to music and art class fees, field trip fees, AP exams, admission to school performances, yearbook, and student ID. Any unused portion of this retainer will be refunded upon the completion of the school year.
- Textbooks and class materials are not included in tuition. Families purchase textbooks from outside suppliers from a book list provided by the School. Costs are approximately \$500 per year, depending upon the courses selected.
- Students may purchase lunch from our café each day or purchase a yearly plan at a discounted price of approximately \$1200.
- Students may be required to attend field trips and retreats for a cost of \$200 to \$1,500.
- Any outside fees for tutoring or non-Kirby programs will be paid for by families.
- Enrollment at Kirby represents a legally binding contractual agreement between the parents or guardians and the school. The obligation to pay tuition for the full academic year is unconditional. To cover any unforeseen circumstances, we encourage all families to participate in the third-party tuition insurance program for approximately \$1100.
- Payments may be made by check (issued by a US bank), cash, money order, or wire transfer. We do not accept credit card payments.



INTERNATIONAL APPLICATION FOR ADMISSION

GRADES 6-12

APPLICANT PHOTO
REQUIRED

(Attach here.)

- 1. \$200 APPLICATION FEE (NON-REFUNDABLE) MUST BE SUBMITTED WITH THIS APPLICATION.
- 2. PLEASE DO NOT FAX APPLICATION DOCUMENTS.
- 3. SUBMISSION OF APPLICATION DOES NOT CONSTITUTE SCHOOL ACCEPTANCE.

\$200 Application Fee Submitted

APPLICANT INFORMATION

Date: _____

STUDENT

FIRST MIDDLE LAST "GOES BY"

BIRTH DATE: _____ CURRENT GRADE: _____ APPLYING FOR GRADE: _____ GENDER: _____
MO/DAY/YEAR

ENTRY DATE: _____

HOW LONG WOULD THIS STUDENT ATTEND KIRBY (UNTIL WHAT DATE OR HOW MANY YEARS?) _____

I-20 NEEDED YES NO I-20 TRANSFER NEEDED YES NO

CURRENT SCHOOL

NAME PHONE GRADES ATTENDED
ADDRESS, CITY, STATE, POSTAL CODE, COUNTRY EMAIL

FAMILY INFORMATION

PARENTS:

- SINGLE MARRIED DOMESTIC PARTNERS DIVORCED SEPARATED MOTHER DECEASED FATHER DECEASED

PARENT/GUARDIAN: _____ GENDER : _____
Student's international residence

U.S. GUARDIAN: _____ GENDER: _____
Student's U.S. residence

FULL NAME, INCLUDING TITLE (MR., MS., DR., ETC.)
ADDRESS LINE 1
ADDRESS LINE 2
CITY
PROVINCE/TERRITORY
POSTAL CODE
COUNTRY
PRIMARY PHONE
EMAIL ADDRESS

FULL NAME, INCLUDING TITLE (MR., MS., DR., ETC.)
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE, ZIP
EMPLOYER & POSITION
HOME TELEPHONE
BUSINESS TELEPHONE
CELL PHONE
EMAIL ADDRESS



SIBLINGS:

NAME	BIRTHDATE	SCHOOL	GRADE
NAME	BIRTHDATE	SCHOOL	GRADE
NAME	BIRTHDATE	SCHOOL	GRADE

WHAT LANGUAGE IS MOST OFTEN SPOKEN AT HOME? _____

IN THE PAST, HAS THE STUDENT VISITED THE U.S? YES NO

WHEN AND FOR HOW LONG? _____

HAS THE APPLICANT RECEIVED PREVIOUS FORMAL ENGLISH LANGUAGE INSTRUCTION? YES NO
IF YES, DESCRIBE THE TYPE OF COURSE TAKEN AND THE LEVEL OF MASTERY ACHIEVED.

PLEASE LIST ANY APPLICANT HONORS, AWARDS AND RECOGNITION. _____

HAS THE APPLICANT EVER BEEN DISMISSED, SUSPENDED, WITHDRAWN OR SUBJECT TO DISCIPLINARY ACTION FROM ANY SCHOOL? IF YES, PROVIDE DETAILS.

Georgiana Bruce Kirby Preparatory School does not discriminate against any person on the basis of race, color, gender, sexual orientation, physical disability or national origin.

IMPORTANT: Without parent and student signatures, this application is not complete and cannot be processed.

We hereby authorize Georgiana Bruce Kirby Preparatory School to contact applicant's previous schools. All information received by the Admissions office will be kept confidential. We have carefully considered each question on the application and declare that all statements on this application, and the Student Statement and Parent Statement are true and complete to the best of our knowledge. Further, we understand that admission to or enrollment in Georgiana Bruce Kirby Preparatory School may be denied if any information is found to be incomplete or inaccurate.

PARENT/GUARDIAN SIGNATURE (in ink) (Printed Name) DATE

STUDENT SIGNATURE (in ink) (Printed Name) DATE



STUDENT STATEMENT

APPLICANT'S NAME: _____ APPLYING TO GRADE: _____

GETTING TO KNOW YOU

Your student statement is designed to help us get to know you. Please take time to think about these topics and complete them fully, *in your own handwriting*. (Use extra paper if necessary.)

1. Please complete the following phrases. Be creative and have fun!

I am happiest when... _____

I want to go to Kirby because... _____

I am most proud of... _____

My biggest dream is... _____



2. What activities have you been involved in over the past few years? Describe specifics, the capacity in which you were involved, and the length of time of your involvement. We realize every person is different, with varied interests and talents. You do not have to answer a question if it does not apply to you, and you may use an extra piece of paper to expand on your answers if necessary.

Arts (drama, music, dance, visual, etc.):

Sports:

School leadership positions or clubs:

Community service/Jobs (paid or volunteer):

Interesting projects, hobbies, or creations:

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

4. Please attach a 2- to 5-page graded writing sample that you have written for one of your classes.



PARENT STATEMENT

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

Kirby School is a college preparatory school where students are encouraged to develop their academic, artistic, extracurricular, and leadership skills. We seek motivated learners who are interested and engaged in their school, their community, and the world around them. We appreciate your thoughtful and candid responses in completing this statement. The information provided will help us understand how we can best serve your child's needs.

1. Describe the situation in which your child learns best.

2. Tell us about your child's goals, special strengths, interests, talents or personal areas of creativity, including any honors, awards, or special recognition.

3. How do you think your child will handle a rigorous academic program?

4. What has been your child's biggest social or extracurricular challenge so far?



5. Are there any special physical, intellectual, emotional or familial needs that we should be aware of when considering your child for admission?

6. What support system will be in place for your child to help navigate any personal, social or academic issues that might arise?

7. Is your child currently taking any medications or are there any health issues that might impact your child's participation in school or require special services? ___No ___Yes (Please explain.)

8. How did you learn about our School? (Please check all that apply.)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Internet Search | <input type="checkbox"/> Radio Ad | <input type="checkbox"/> Theater/Arts Program Ad |
| <input type="checkbox"/> Kirby Family | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Kirby Open House |
| <input type="checkbox"/> Friend | | <input type="checkbox"/> Kirby Mailing |
| <input type="checkbox"/> Kirby Online (Kirby.org, Facebook, Twitter, etc) | | <input type="checkbox"/> School Fair |
| <input type="checkbox"/> My child's teacher at _____ school | | <input type="checkbox"/> Other (specify) _____ |

I understand that education at Kirby is a partnership between the School, parents, and the student. In order to provide a successful school experience for my child, I confirm that the information in this statement is correct. If it is determined that information (including, but not limited to counseling, educational assessments, 504 or IEP plans, diagnostic or academic assessments) has been intentionally or inadvertently withheld, I understand that Kirby reserves the right to withdraw my child's acceptance or terminate placement.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship to Applicant: _____



PARENT AGREEMENT – For International Students

Please read the following agreement carefully. Your signature(s) will indicate that you agree with the terms.

1. I have investigated and reviewed the program at Kirby School (hereafter referred to as "Kirby"). I agree with the vision, goals, discipline, curriculum, and program as a whole.
2. I am aware that Kirby is a college preparatory school with a rigorous curriculum.
3. I understand that Kirby does not tolerate obscenity, profanity, or disrespect towards staff members, fellow students or continual disregard of school policies.
4. There are times when it is necessary for teachers or administration to provide discipline, for the student and the entire school, and as such I support the policies and regulations of Kirby. I recognize these policies and regulations may change to meet the needs of the school as they relate to the school's purpose and mission. These are defined in the Student/Parent Handbook.
5. I agree that if for any reason my child does not respond positively to the school environment or policies, I will do all I can to reinforce them. If, after six weeks, the student is not responding favorably, I will remove the student from Kirby.
6. **I understand that damage to school property by a student including, but not limited to, school facilities, desks, chairs, and equipment will be repaired or replaced at a cost to the parent.**
7. **I am aware that the school does not provide student medical insurance and that it is the parent's responsibility to do so. I understand that Kirby is not responsible financially in any way for this student.**
8. **I will fulfill my financial commitment to pay enrollment fees, tuition fees, and other fees for an expected student as set forth. I have read and understand the Fee Schedule.**
9. **I agree to pay the tuition assessed by Kirby at the rates in effect prior to the student's first day of school.**
10. **I understand that Kirby does not provide English as a Second Language classes or private tutoring services and that if my child needs assistance in English (whether written or oral), I will be responsible for hiring and paying a tutor.**
11. I understand that once the academic year ends, the student's I-20 status terminates unless the student has re-enrolled at Kirby.
12. I understand that Kirby does not employ a nurse or doctor.
13. I pledge and agree to statements one through twelve above. Failure of parents or children to comply with the above commitments will forfeit the student's privilege of attendance.

Parent Initials:

Parent Initials:

Parent Initials:

Parent Initials:

Parent Initials:

Please ensure that your child reads this form.

Parent/Legal Guardian Signature: _____ Date: _____

Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Printed Name: _____



AGENT INFORMATION

AGENCY NAME

CONTACT NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY

PROVINCE/TERRITORY

POSTAL CODE

COUNTRY

PRIMARY PHONE

EMAIL ADDRESS

AGENT SIGNATURE

DATE



RECOMMENDATION FORM CURRENT ENGLISH TEACHER

TO THE APPLICANT: Please print your name and give this form to your current English teacher with a stamped envelope addressed to:

Kirby School
Admissions Office
425 Encinal Street
Santa Cruz, CA 95060

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

TO THE TEACHER: Kirby School is an independent, coeducational, college preparatory day school for grades 6 through 12. We offer a rigorous academic program within a small, supportive setting that provides a unique opportunity for learning. We seek students who reflect the diversity of our vibrant community and who will contribute their individual strengths, talents, perspectives, and experiences to our dynamic school.

This recommendation will remain confidential and will not become part of the student's permanent record. We sincerely appreciate your thoughtful and candid response.

Academic Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Study Habits							
Attention Span							
Ability to Work Independently							
Ability to Organize and Communicate Ideas							
Motivation							
Intellectual Curiosity							
Critical and Abstract Thinking Skills							
Works at Appropriate Level for Grade							

Personal Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Creativity							
Self-Confidence							
Leadership Potential							
Response to Criticism							
Response to Setbacks							
Respect for Others							
Empathy for Peers							
Personal Conduct							
Personal Integrity							
Ability to Act Independently							
Ability to Work Cooperatively							
General Level of Maturity							



1. Please describe this student's academic achievement, ability and effort.

2. Comment on this student's reading and writing skills, including any specific gifts or challenges.

3. Describe the circumstances or conditions under which this student learns best.

4. In this student's academic work, does he or she require prodding or additional supervision? Please elaborate.

5. Have absences, homework issues, or concentration in any way affected the student's classroom performance?

6. Comment on the student as a person. Consider maturity, integrity, behavior, relationships with peers/adults, and self-confidence.

7. Is there any additional information that can be better conveyed in a phone conversation? Yes No

Name: _____ Position: _____

(Please Print)

School: _____ Email: _____ School Phone: _____

Signature: _____ Date: _____

I recommend this student for admission to Kirby School:

	Not at All	With Reservation	Mildly	With Confidence	Enthusiastically
Academic Ability and Potential					
Character and Personal Integrity					
Overall					



RECOMMENDATION FORM

CURRENT MATHEMATICS TEACHER

TO THE APPLICANT: Please print your name and indicate which math courses you have completed and give this form to your current math teacher with a stamped envelope addressed to: Kirby School, Admissions Office, 425 Encinal Street, Santa Cruz, CA 95060.

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

Indicate the math courses completed, including the one you are currently enrolled in:

- Grade 5 Grade 6 Grade 7 Pre-Algebra Algebra 1
 Geometry Algebra 2 Trigonometry Pre-Calculus Calculus A, B, or C

TO THE TEACHER: Kirby School is an independent, coeducational, college preparatory day school for grades 6 through 12. We offer a rigorous academic program within a small, supportive setting that provides a unique opportunity for learning. We seek students who reflect the diversity of our vibrant community and who will contribute their individual strengths, talents, perspectives, and experiences to our dynamic school.

This recommendation will remain confidential and will not become part of the student's permanent record. We sincerely appreciate your thoughtful and candid response. The Math Program is not grade specific; middle school students may enroll in high school math courses when ready.

Academic Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Study Habits							
Attention Span							
Ability to Work Independently							
Ability to Organize and Communicate Ideas							
Motivation							
Intellectual Curiosity							
Critical and Abstract Thinking Skills							
Works at Appropriate Level for Grade							

Personal Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Creativity							
Self-Confidence							
Leadership Potential							
Response to Criticism							
Response to Setbacks							
Respect for Others							
Empathy for Peers							
Personal Conduct							
Personal Integrity							
Ability to Act Independently							
Ability to Work Cooperatively							
General Level of Maturity							



1. This student is currently enrolled in the following class:

- Grade 5 Grade 6 Grade 7 Pre-Algebra Algebra 1
 Geometry Algebra 2 Trigonometry Pre-Calculus Calculus A, B, or C

CURRENT GRADE: _____(Letter grade or percentage)

The academic level of course is: Remedial Regular Advanced Mixed-Ability

Other (explain): _____

2. Does this student retain mathematical relationships and principles?
3. Does this student draw generalizations with ease?
4. Does the student apply basic principles effectively in word problems?
5. To what extent does the student rely on memory versus conceptual processes?
6. Describe the circumstances or conditions under which this student learns best.
7. Have absences, homework issues, or concentration in any way affected the student's performance?
8. Comment on the student as a person. Consider maturity, integrity, behavior, relationships with peers/adults, and self-confidence.
9. Is there any additional information that can be better conveyed in a phone conversation? Yes No

Name: _____ Position: _____

(Please Print)

School: _____ Email: _____ School Phone: _____

Signature: _____ Date: _____

I recommend this student for admission to Kirby School:

	Not at All	With Reservation	Mildly	With Confidence	Enthusiastically
Academic Ability and Potential					
Character and Personal Integrity					
Overall					



RECOMMENDATION FORM PRINCIPAL OR COUNSELOR

TO THE APPLICANT: Please print your name and give this form to your current principal or counselor with a stamped envelope addressed to:

Kirby School
Admissions Office
425 Encinal Street
Santa Cruz, CA 95060

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

TO THE PRINCIPAL OR COUNSELOR: Kirby School is an independent, coeducational, college preparatory day school for grades 6 through 12. We offer a rigorous academic program within a small, supportive setting that provides a unique opportunity for learning. We seek students who reflect the diversity of our vibrant community and who will contribute their individual strengths, talents, perspectives, and experiences to our dynamic school.

This recommendation will remain confidential and will not become part of the student's permanent record. We sincerely appreciate your thoughtful and candid response.

Personal Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Creativity							
Self-Confidence							
Leadership Potential							
Response to Criticism							
Response to Setbacks							
Respect for Others							
Empathy for Peers							
Personal Conduct							
Personal Integrity							
Ability to Act Independently							
Ability to Work Cooperatively							
General Level of Maturity							



1. How long and in what context have you known this student?

2. Please comment on this applicant's special interests, talents and abilities.

3. Should the admissions committee be aware of any factors that have had an impact on this student's academic or social progress to date?

4. Has this student ever been subject to suspension or other disciplinary action? Please describe.

5. Comment on the student as a person. Consider maturity, integrity, behavior, relationships with peers/adults, and self-confidence.

6. Is there any additional information that can be better conveyed in a phone conversation? Yes No

Name: _____ Position: _____
(Please Print)

School: _____ Email: _____ School Phone: _____

Signature: _____ Date: _____

I recommend this student for admission to Kirby School:

	Not at All	With Reservation	Mildly	With Confidence	Enthusiastically
Academic Ability and Potential					
Character and Personal Integrity					
Overall					



TRANSCRIPT REQUEST

TO PARENTS/GUARDIANS:

Please provide copies of the last three years' academic records. If you already have these records, you may submit them directly to Kirby. If you do not have them, please *sign this Academic Records Request and give it to your child's current school*. The school should send the documents directly to Kirby. Please allow sufficient time for processing.

Student Name: _____ Date of Birth: _____

Parent Authorization Signature for Release of Records

Date

TO THE SCHOOL REGISTRAR:

This student is applying to Kirby School and is not yet enrolled. Please DO NOT send cumulative file.

Please send the following:

- A school transcript or report cards or progress reports which include all ending grades and attendance for the past three years and attendance/available grades for the current year
- Aptitude and/or achievement tests for the past three years.

FOR MORE INFORMATION CONTACT:

Amy Hemmert
Director of Admissions
(831) 423-0658 x202
admissions@kirby.org

MAIL OR FAX MATERIALS TO:

Kirby School
Admissions Office
425 Encinal Street
Santa Cruz, CA 95060
FAX: (831) 423-0679