



## *Ladysmith International Student Program Application Instructions*

**NOTE:** The application is a PDF format. Make sure you have the most current *Acrobat Reader* program installed on your computer. (See link)

**It is important to save your document to your computer. We recommend typing and printing one page at time.**

### **Step 1: Complete page 1 with personal information:**

- a. Check the line for the **program choice** (example: School Year-10 months)
- b. Attach passport-size photo. This can be a passport, school or digital photo
- c. **Include a copy of the picture page of your passport.** If you do not have a passport, you will need to apply for one ASAP. Please visit the State Department Website: [http://travel.state.gov/passport/fri/pubs/pubs\\_854.html](http://travel.state.gov/passport/fri/pubs/pubs_854.html)
- d. You are required to take a SLEP or TOEFL test and enter your score and the date taken on the bottom of page 1.

### **Step 2: Complete pages 1-2 with personal information and interests:**

- a. Please be sure to list all **food allergies or preferences.**
- b. Please accurately list your language abilities

**Step 3: Complete your Student Letter:** Follow the Directions. All letters need to be in English. Remember this is your way of letting us know who you are ...be enthusiastic!

**Step 4: Have your parents complete the Parent letter (in English):** This letter, like the Student Letter, is another introduction into your life. This letter will also be shared with your resident director and school counselor and should be as detailed as possible

**Step 5: Complete Parent Family Album:** Include as many pages as you would like for your Family Album and be creative! Be sure to include pictures of you and your family and some of the activities you participate in. Label all pictures clearly in English. You can use digital photos or color copies of the originals if they do not take away from the quality of the picture.

**Step 6: Request a written recommendation from your language teacher (or any teacher for countries without a language requirement):** Print out the 1 page recommendation form and give it to your teacher. This section can be completed in pen. The teacher can either give the completed recommendation to you or send it directly to the office. If they chose to send it directly, have them mail it to:

*Ladysmith International Student Program  
Ladysmith High School  
ATTN: Student Services  
1700 E. Edgewood Ave.  
Ladysmith, WI, USA 54848*

**Step 7: Request an official transcript from your high school:**

You may use the transcript printed by the school. An official transcript must have an official school stamp or signature. Please have the teacher/principal translate the grading scale to our grading scale using the transcript form in the application. Please keep in mind that a C average, or 2.0 cumulative GPA, is the minimum requirement for participation in the Ladysmith International Student Program.

**Step 8: Have your doctor complete and sign the Certificate of Health and Immunization record (4 pages total).** This MUST be completed by your physician and any chronic ailments should be addressed. If you have had a physical exam within the last six months, your doctor can complete the Certificate of Health and Immunization Record using the results from your previous physical exam. **All of your immunizations have to be up to date in order to be accepted in our program**

**Step 9: Read through all rules, consents, releases, including the medical release form and terms of participation (3 separate pages) with your parents, sign and date them.**

**Step 10: Make arrangements for a wire transfer of the entire tuition and boarding fee in United States Dollar (USD).** If you decide not to attend, and notify us in writing a minimum of 30 days prior to the start of the first semester, all of the money will be returned except an administrative fee of \$300. Contact Robert A. King, the principal of the Ladysmith High School, if you have any questions. His USA phone number is 1-715-532-5531-extension 284 or email him at [raking@lhsd.k12.wi.us](mailto:raking@lhsd.k12.wi.us)

**Step 11: Make a copy of the entire application for your records.**

**Step 12: We recommend mailing the application PRIORITY MAIL (\$3-\$4) at the post office. If a deadline is approaching, we recommend EXPRESS MAIL (\$13-\$14) at the post office.**

All applications should be mailed to:

*Ladysmith International Student Program  
Ladysmith High School  
Student Services  
1700 E. Edgewood Ave  
Ladysmith, WI USA 54848*

*We look forward to receiving your application!*

We will review your application and if you meet all of the admission requirements of the application form, our principal will send you a signed I-20 document.