



INTERNATIONAL ADMISSIONS CHECKLIST

This document is to be checked off as you have completed the information and return it along with supporting items to Highland Elementary. All words in **bold** below indicate the titles of separate admissions documents.

Forms and all documentation are to be mailed to:

International Admissions
Highland Elementary
234 Highland Circle Dr.
Portland, TN 37148 USA

Or faxed to 001-1-615-325-0349, attention: International Admissions items can be faxed to speed up admissions, however, the original documents **MUST** be mailed as well.

- **International Application**
- HE General Registration Forms
 - Prescription Drug Disclosure** (1 page)
 - Consent to Treat** (1 page)
 - Medical Examination** (1 page)
 - Immunizations from birth to present as per Tennessee state guidelines (supplied by family with English translation)
- International Admissions Forms
 - Declaration of Finances for International Students** (2 pages) and supporting documents
 - Affidavit of Support** (1 page) and supporting documents
 - International Student Guidelines Commitment Form** for having read the International Student Guidelines and the HE Handbook (1 page)
 - Student Placement Survey** (2 pages)
 - Parent Placement Survey** (2 pages)
- Other documentation
 - English translation of transcripts from age 13 to present.
 - Copy of student's passport showing name and photo
- **Name, Address and Phone Number of International Agency if you are working with one.**

Agency _____ Contact Person _____

Address _____

City _____ State _____ Country _____

Email _____ Phone _____