

Attach  
photo(s) of  
applicant(s)  
here



## How to Enroll a Foreign Exchange/Transfer or F-1 visa status Student at Lake Mead Christian Academy 1st - 12th Grade

1. Distribute the Educational, Behavioral and Pastoral Letters of Recommendation to the appropriate individuals. Individuals can fax or mail the forms to the school office. We understand this may be impossible and can work around that.
2. Thoroughly read and complete all forms in the admissions packet. **Return completed packet to the school office with a non-refundable \$25 application fee for each student.** Packets can be mailed or personally delivered to the front office. Please do not fax.
  - ⇒ Please note, only the pages marked FILL OUT AND RETURN need to be turned in as your admissions packet. Pages marked READ AND KEEP are to be kept for your personal records.
  - ⇒ In addition to the admissions packet, **copies of the following items for each student must be submitted before application is considered complete:**
    - Child's birth certificate
    - Child's immunization record
    - Child's passport and visa
    - Child's report cards from the past completed year and the current year (For students applying for grades 2- 12)
    - Child's most recent standardized tests and any other reports from individual testing (Sylvan Centers, Child Find, etc.)
    - If transferring into LMCA after the school year has begun, our academic counselors need your child's current daily classroom schedule (grades 6-12)
  - Additionally, we would appreciate:
    - A picture of your family (or at least each student applying)
    - Letter from child's parents indicating a transfer of authority to guardian here in the States
3. Your completed admissions packet will be reviewed. You will be contacted to schedule a new family meeting with an administrator. Prospective students in grades 6- 12 also need to attend this meeting. The prospective student(s) may be given a brief math and reading screening during this interview or during the first few days of attendance at school to determine grade/class placement. Testing is not mandatory for all students who apply.
4. Following the new family meeting, LMCA will inform you if enrollment is in our mutual best interest within one week. In most cases students are accepted at the close of the interview. In the event of a waiting list, priority will be given to families with current accounts.
5. An I-20 will only be issued after the new family interview. In some cases, we understand that only the guardian will be available to attend the meeting as the student may still be in their home country.
6. English proficiency is not necessary, but is preferred.
7. If accepted and a space is available, an **F-1 visa** must be presented and financial obligations must be brought current before a student may attend class.

Miscellaneous policies: Lake Mead Christian Academy reserves the right to accept, refuse to accept, or dismiss students solely on its discretion. **All new students are enrolled on probationary status.** However, it is and shall be the policy and practice of Lake Mead Christian Academy not to discriminate in the admission of students or the hiring of employees on the basis of the applicant's race, color, sex, or national/ethnic origin.

Students must have acceptable academic capabilities, satisfactory citizenship, and a willingness to attend and abide by the rules of LMCA.

Prospective families should be aware that:

- ⇒ New students from current families will have priority during the re-enrollment period.
- ⇒ Families enrolling more than one student may have priority over single students.
- ⇒ LMCA staff children will have priority over students of prospective families.
- ⇒ New students and students with current financial status will have priority over families with past due accounts.

If you have questions regarding the application process or our school policies, you may contact the Admissions Department at (702) 565-5831, ext. 111.