

International Student Program



MISSION STATEMENT

Saint James is an independent, nonsectarian, college preparatory school with a student body broadly representative of college-bound students. We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.

Saint James School

International Applicant Admission Checklist

STEP 1: Contact Elizabeth Hawke, Director of Enrollment Management, for information and forms at 334-273-3000 or ehawke@stjweb.org.

STEP 2: Return the following forms, fees, and documents to the Admissions Office. Please be sure all forms are complete and include all the information requested so that we may begin to review the student's file as soon as possible:

- International Student Application (also available online at www.stjweb.org)
- International Application Fee: \$125.00
- Applicant's Official Passport and VISA must be presented. Copies will be made by the Admissions Office.
- Applicants seeking admission into grades 3-12 must submit an English translation of the applicant's complete academic record for the previous two years as well as records for the current year through the most recent grading period. Applicants seeking admission into grades 1-2 must submit records for all grades completed.
- Teacher Evaluations from the applicant's prior school (if possible).

STEP 3: Please discuss admission testing as well as English proficiency testing requirements and scheduling with the Admissions Office, as these may vary from applicant to applicant.

General Testing Requirements

- Applicants for Pre-K3- 1st Grade will be required to complete the STJ Assessment.
- Applicants for Grades 2 - 12, for whom English is a second language, will be administered the W-APT English Proficiency Screener at Saint James School. TOEFL iBT is also an option for International Students applying for Grades 10-12 and TOEFL Junior Comprehensive is also another option for International Students applying for Grades 5-9.
- Applicants applying for an F1 Visa will be required to take TOEFL iBT (Grades 10-12) or the TOEFL Junior Standard Test (Grades 5-9) in place of the W-APT. A minimum TOEFL iBT® score of 94 or a minimum TOEFL Junior Standard Test® score of 800 is required for F1 applicants prior to admission.
- Any additional admissions testing requirements for applicants will be determined after the English proficiency testing is completed and reviewed.
- Applicants for Pre-K4 and Kindergarten may be required to complete WPPSI- III testing with an approved local psychologist.
- Applicants for Grades 1-12 may be required to take our regular Admissions Tests.

**This checklist is provided for the convenience of families and does not need to be returned to the Admissions Office or the Business Office.*

Saint James admits students of any race, religion, gender, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, gender, creed, color, national or ethnic origin in administration of its education policies, admission policies, scholarship and financial aid programs, and athletic and other school administered programs.

International Report Card Information

In order to better accommodate the needs of our international student body, Saint James School has developed an International Report Card which will be issued to students whose English proficiency testing results indicates that they are still English Language Learners (ELLs). This report card has been developed as part of our International Student Program to be beneficial for students as they transition to an English speaking school.

The features and benefits of this report card are listed below:

- Teachers of students who receive an International Report Card are allowed flexibility in making and grading assignments on a student-by-student basis to accommodate varying levels of English proficiency. This allows teachers to create a manageable work load for students through which they can continue to grow academically as they strengthen their English skills.
- Teachers of students who receive an International Report Card are allowed the flexibility of increasing the rigor of expectations as a student becomes more proficient in English. This helps to insure that each student continues to be challenged academically as their English skills improve.
- Students who are issued an International Report Card receive number grades on their report card. These number grades are tied to the International Grading Scale which appears at the bottom of each International Report Card. The grading scale is:

90-100=EP: Exceptional Progress and Effort

80-89=GP: Good Progress and Effort

70-79=SP: Satisfactory Progress and Effort

64-69=MP: Marginal Progress and Effort

Below 64=IP: Insufficient Progress and Effort

- Assessing students with number grades provides students and their parents with valuable feedback about progress and effort in all classes.
- Assessing students with number grades on their report card typically satisfies Embassy and Education Ministry requirements for end-of-year grade reporting.

Important Reminders:

- Families who work with an Embassy or Education Ministry which requires documentation of a student's progress at the end of the year are responsible for determining if the International Report Card will meet the requirements of a particular Embassy or Education Ministry. Students who receive an International Report Card are not eligible to change over to a standard report card during a school year or to have their grades transferred to a standard report card at the end of the year.
- International students who attend Saint James more than one year will be re-assessed at the end of the school year to determine which type of report card will be most beneficial to them for the following year. The number of years that a student may remain on an International Report Card may be limited by the school.
- Students who are seeking enrollment in high school should note that high school credit is not granted for classes in which a student was graded on the International Grading Scale.