

# STEPS TO REGISTRATION – International Students

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**Step 1.** Turn in the following documents to the Registrar's Office, with the \$100 application fee, in order for your application to be considered:

- **Student Application form** (2 pages)
- **Medical History form** (2 pages)
- **Emergency Medical form** – both copies
- **Immunization records** – with complete dates and validated with doctor's signature or clinic stamp
- **Passport** – copy
- **Guarantee of funds letter** - from your financial institution.
- **Covenantal Statement form**
- **Photo Release form**
- **TAAPS Application packet for Extra-Curricular Activities**
- **Report (Grade) Cards** - prior year and current year, a complete transcript of credits (high school students)
- **Teacher Recommendation forms (all students)** –  
One for elementary students, from their current homeroom teacher  
Two for secondary students, from their present math and language teachers  
Forms should be emailed directly to PCA.
- **School Principal Recommendation form (all students)** - from the school Principal, Assistant Principal, or Counselor. Form should be emailed directly to PCA.
- **Pastoral Student Recommendation form (secondary students only)** – The secondary student must be a follower of Jesus Christ, demonstrating evidence of such a belief in their lifestyle. At least one parent/guardian must be a Believer as well. Give this form to the student's youth pastor/leader. Form should be emailed directly to PCA.
- **Pastoral Family Recommendation form (all students)** – The family of a secondary student must be followers of Jesus Christ, demonstrating evidence of such a belief in their lifestyle. Give this form to whoever knows the family best at the church they are attending. Form should be emailed directly to PCA.

**Step 2.** Enrollment will be considered after all registration forms and requested documents have been presented for review. A Skype interview will be scheduled with the applicant and the school Principal. When the review process, and Skype interview, are complete, you will be notified to confirm or deny continuance of the registration process. If the student is accepted, at this point we will issue the I20 form.

**Step 3.** Upon arrival of your student at PCA, your non-refundable **Registration Fee** and other required fees (listed on the Financial Information page) are due. ***Students are not considered enrolled until the Application Fee, Registration Fee, Tuition, and all applicable fees are paid.***