



Charles Wright Academy Application Procedures for International Applicants

Applicants from China:

International students coming from China work through the [Cambridge Institute of International Education](#) to apply to Charles Wright Academy. We partner with Cambridge to help Chinese students work through the admissions process and ensure proper placement. They also provide ongoing assistance to students and their families while the student is enrolled at Charles Wright Academy. To submit an application to the Cambridge Institute, please contact our consultants at charleswright@thecambridgeinstitute.org.

Applicants from Other Countries:

Step 1- Online Application

The [online application](#) is the gateway to our admissions process. As part of the online application, you will need to submit the \$250 application fee.

Step 2- Academic Transcripts

Please submit with your transcript, grade reports from the last two years, translated into English, including any test results. We do not require official transcripts directly from your current school until you have enrolled at Charles Wright Academy.

Step 3- Teacher Recommendations

The [Teacher Recommendation Form](#) must be completed by two of your current or recent teachers and then mailed directly to Charles Wright Academy by the teachers.

Step 4 - Testing Report

If English is not your first language, please take the Test of English as a Foreign Language (TOEFL school code 7530). Please find a location and register at the [TOEFL website](#). We do not accept the TOEFL junior.

English speaking students should take the [Independent School Entrance Exam](#) (ISEE school code 481368) or the [Secondary School Admission Test](#) (SSAT school code 2304). Please find a location and register on the ISEE or SSAT websites.

Step 5 - Confidential financial statement and a copy of your passport

In order for Charles Wright to issue an [I-20 form](#), [United States Citizenship and Immigration and Services](#) require that all parents of applicants submit proof of their ability to support their child's studies. Please submit to Charles Wright an official bank statement showing balance of more than \$50,000 in U.S. currency, demonstrating your family's ability to pay tuition.

Please also submit to Charles Wright a photocopy of the page of the applicant's passport that shows their photograph and the expiration date.

Step 6 - Schedule an admission interview

Once you have submitted your application and required documents to the Admissions Office, please email us to schedule an interview. Most international students will complete their interview via Skype. Admission interviews generally take about 45 minutes and are an

informal “get-to-know-you” time in which we will also assess your English proficiency. Many students will be asked to complete a brief reading and writing exercise during the Skype interview.

Step 7 - For those already studying in the United States: F-1 visa transfer form

If you are transferring from another school in the U.S. and already have an F-1 Visa, please sign the top portion of the [Intent to Transfer to CWA form](#) and submit it, along with your current I-20, with your application. If you have never studied in the U.S. before, please refer to Step 8 below.

Chinese students apply through the [Cambridge Institute of International Education](#).

Step 8 - Admission decision and I-20 release

Once all the required materials have been received by the Admissions Office, the application will be reviewed by the Admissions Committee and the applicant will be notified of their admission decision. Accepted students must return a signed enrollment contract and \$2500 deposit before Charles Wright can issue an I-20. It is the student’s responsibility to then apply to a U.S. Consular Office for an F-1 visa.

If you have questions, please contact Cheryl Miller at cmiller@charleswright.org or Ann Vogel at avogel@charleswright.org or call us at 1-253-620-8373.

Updated August 28, 2014