

Foreign Born Student Checklist

Bylaw 9.6.4 requires that the school verify the age of each student athlete. This should personally be done by the athletic department staff for each student athlete. Only original, official documents should be presented (***DO NOT ACCEPT PHOTO COPIES***). The following steps are recommended for each student presenting themselves for the first time as a student athlete:

- Ask to see a birth certificate or passport (see Bylaw 9.6.4.1 for other acceptable documents) – if a U.S. birth certificate or passport is presented STOP, otherwise continue
- If the birth certificate or passport is from a U.S. territory (i.e. Guam, the Northern Mariana Islands, Puerto Rico or the U.S Virgin Islands) STOP, otherwise continue
- Ask if the student has become a U.S. citizen since entering the U.S. – if yes, ask to see and attach a copy of the “Certificate of Citizenship” to a copy of the birth certificate or passport, otherwise continue
- Ask if the student has become a U.S. “Permanent Resident” – if yes, ask to see and attach a copy of the “Permanent Resident” Card (i.e. “Green Card”) to a copy of the birth certificate or passport, otherwise continue
- Ask if the student has a U.S. Visa – if yes
 - ask to see the U.S. Visa and the student’s passport
 - the student may be a “Youth Exchange” or “Other International” student and may need to file an EL4 Form – see Policy 17, otherwise continue
- The student may be an “Immigrant” student
 - obtain a copy of the students passport and the I-94 (Arrival-Departure Record, which is attached to the student’s passport)
 - the student may need to file an EL4 Form – see Policy 17

[] Verify age – check birth certificate or other applicable official document – see Bylaw 9.6

[] Verify date entered 9th grade (if applicable) – see Bylaw 9.5.1

(NOTE: if student is a middle school or junior high school student see Bylaw 9.5.2)

[] Verify GPA – see Bylaw 9.4.1

[] Verify the student has valid EL2 and EL3 for the current school year on file

[] Verify the student has a GA4 Form

[] Verify student’s eligibility status – see “Procedures to Register Youth Exchange/Other International/Immigrant Student”

[] Complete and submit the EL4 Form if applicable (***NOTE: required for Youth Exchange students with F-1 or J-1 Visas and see Policy 17.2 for other international and immigrant students***)