MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION APPROVED INTERNATIONAL STUDENT PROGRAM (AISP) APPLICATION FORM (3/21/17)

2017-18 SCHOOL YEAR

michigan high school athletic association

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INTERNATIONAL STUDENT PROGRAM REVIEW AND APPROVAL

This process is intended for international student programs (involving J-1 and/or F-1 visa students) that do not have access to listing by the Council on Standards for International Educational Travel (CSIET) or for which CSIET listing is deemed not appropriate within the sole discretion of the Michigan High School Athletic Association (MHSAA). **The MHSAA's process is not a substitute or second chance for programs that could apply but do not, or that do apply but are not approved through the CSIET process.**

Because of recent procedural changes involving CSIET, the MHSAA, within its sole discretion, may **for the 2017-18 school year only** be flexible in its application of the principle that it will not consider school-operated programs that could have been considered through CSIET's process.

General Principles

Within the MHSAA's discretion:

- An international student program will not receive MHSAA approval if that program sought approval from the Council on Standards for International Educational Travel (CSIET) that was not granted for the school year in question.

- An international student program will not receive MHSAA approval if it results in an international student population in grades 9-12 that exceeds one percent of the total school population in those grades, or 5 students, whichever is greater, in any one school. Exceptions to this policy may be considered where the school involved agrees to apply the limit to the number of varsity-level participants on interscholastic sports teams.

- It is within the MHSAA's sole discretion to **NOT** approve an international student program whose history includes "direct placements" or changes in host family placements and/or school assignments or more than five students placed in the same school or participating in the same cooperative program.

- An international student program will be disqualified from the MHSAA approval process for up to four academic years following the discovery that any students were recruited, selected, or placed by criteria that included athletic participation, ability or potential, or if the MHSAA otherwise determines that a violation of its "undue influence" rule has occurred.

MHSAA approval of a program strives to promote but does not ensure that the personnel administering the program are adequately trained and supervised. MHSAA approval also does not attest that each host family or living arrangement has been vetted, or that all individuals in the host household over 18 have had a background check, or that there are monthly contacts between coordinators of the program and the students. These are all best practices to be performed by the programs; and if the MHSAA concludes, within its discretion, that these practices are not present, the program's approval will not be renewed for the following academic year. Otherwise, MHSAA approval is for two academic years. *(Note: Should requirements or policies and procedures of CSIET or the US Department of State or Homeland Security change during the MHSAA's two-year approval period, it is within the MHSAA's discretion to modify, suspend or revoke the program's approval.)*

Fees

The MHSAA reserves the right to assess programs a processing fee at least equal to that charged by the Council on Standards for International Educational Travel (CSIET) in order to assure that the MHSAA's process remains complementary to that of CSIET and is not sought out by international students programs and schools to replace CSIET's process.

APPROVED INTERNATIONAL STUDENT PROGRAM (AISP)
SUMMARY OF REQUIREMENTS

Athletic eligibility or participation is not guaranteed to any student at any school through any program.

An organization that conducts an international educational program may request MHSAA approval for its program if:

		Yes	No
1.	The program is designed to fulfill educational purposes related to an international experience.	☐	☐
2.	The organization has clearly established goals and learning objectives to fulfill the educational purposes of its program.	☐	☐
3.	The organization complies with all the appropriate government regulations regarding international student programs, including, but not limited to, that (a) F-1 visa students may not exceed one year of enrollment at any and all public schools in the United States, and (b) each public school is fully reimbursed for the cost of educating any and all F-1 visa students it enrolls. *(The MHSAA may require proof that the full, unsubsidized cost of education has been reimbursed at public schools and may also require the identity of sources and amounts of payments made on behalf of any student at both public and nonpublic schools.)*	☐	☐
4.	Complete transcripts, in English, are provided for all participants in the program.	☐	☐
5.	All participants in the program pursue a full-time course of study at a member high school.	☐	☐
6.	All participants in the program are secondary school students in their home country who (a) have not completed more than 11 years of primary and secondary study, and (b) are at least 15 years of age (but do not turn 19 prior to September 1 of any school year in which they would be enrolled).	☐	☐
7.	The school's SEVIS procedures relative to F-1 visa students are complete and accurate, and appropriate dates are being observed, to include accurate birthdates for all participants.	☐	☐
8.	Parents of current or recent students in a school or persons who are associated directly or indirectly with that school or other persons with an athletic history or interest have no input into the selection or placement of specific incoming international students to that school. Representatives of the agency, district admissions officers and local school guidance/counseling staff who, in either case, have no coaching or other athletic connection to any particular school's or non-school organization's athletic program, may be involved in recruitment and processing of students provided neither athletic participation, performance nor potential is a factor in the recruitment, selection, admission and placement with host families.	☐	☐
9.	No host family member has any input into the selection of any students to their family before they have been selected by the approved program for the school. Exceptions to this prohibition may be considered in the case of a family hosting the sibling of an international student who was placed with that host family during a previous school year provided neither athletic participation, performance nor potential is a factor in the recruitment, selection and admission.	☐	☐
10.	The program completes the MHSAA approval form by the Aug. 1 preceding the first academic year for which approval is requested. *(The MHSAA Executive Committee takes action on international student programs at its April, May, June and August meetings each year.)*	☐	☐

For any question marked "No" use Page 3 for written explanation.

WRITTEN EXPLANATIONS FOR "NO" ANSWERS ON PAGE 2

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Approved International Student
Program Application Form
GENERAL PROGRAM INFORMATION

Please provide the following general information about your program.

Program: _____

1. In what year was this program established? _____

If "YES", the # of students in Michigan schools in **2016-17**:

2. Does this program place students in public schools? _____ _____

3. Does this program place students in private schools? _____ _____

4. Does this program place students on J-1 visas? _____ _____

5. Does this program place student on F-1 visas? _____ _____

6. Did this program apply to CSIET for listing in **2017-18**? _____

NOTE: The MHSAA's process is NOT a substitute or second chance for programs that could apply but do not, or that do apply but are not approved through the CSIET process.

7. Has this program approved by CSIET for **2017-18**? _____

8. Number of students on J-1 or F-1 visas who actually participated on varsity teams during **2016-17**, and how many others participated on sub varsity teams. _____ VARSITY _____ SUBVARSITY

9. Expectations for **2017-18**, that is, how many of previously enrolled J-1 or F-1 visa students will remain at your school (MUST be F-1 visa students) and the number of NEW J-1 & F-1 visa students you anticipate for **2017-18**. _____ REMAINING _____ NEW

If "YES", it is not necessary to complete this application.

Contact

List Position: _____

Address: _____

_____

_____

Phone: (_____)_____ Fax: (_____)_____

Email: _____

Website: _____

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Approved International Student
Program Application Form
PART 1 – PLACEMENT PROCESS

In the space provided, please provide an outline of the placement process for students, from initial contact to final placement. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.

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Approved International Student
Program Application Form
PART 2 – PLACEMENT PROCESS FOLLOWED BY AREA/LOCAL REPRESENTATIVES

In the space provided, please provide a description of the process local or area representatives must follow in the placement of students. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.

(Schools/Districts May Skip Part 2)

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Program Application Form
PART 3 – CONTACT INFORMATION FOR AREA OR LOCAL REPRESENTATIVES

In the space provided, list names, addresses and telephone numbers of all local or area representatives responsible for student placement. Use additional pages as necessary.

Name	Address	Email	Phone #(s)	Date of Training

(Schools/Districts May Skip Part 3)

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Approved International Student Program Application Form
PART 4 – TRAINING MATERIALS

In the space provided, please list the training materials provided to local or area representatives which assist them in the placement process. ***Send copies of training materials to the MHSAA with all references to school sports highlighted.*** *Additionally, copies of those materials and documentation that verifies all required training has been completed must be attached with this form.*

(Schools/Districts May Skip Part 4)

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Approved International Student Program Application Form
PART 5 – SECURING LOCAL OR AREA REPRESENTATIVES

In the space provided, please provide a description of the process used by the program to identify and secure local or area representatives. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.

(Schools/Districts May Skip Part 5)

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Program Application Form
PART 6 – SECURING HOST SCHOOLS

In the space provided, please provide a description of the process used by the program to identify and secure host schools. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process. ***Please provide a list of schools located in Michigan where this program placed students during the previous school year 2016-17.***

(Schools/Districts May Skip Part 6)

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Program Application Form
PART 7 – SECURING HOST FAMILIES

In the space provided, please provide a description of the process used by the program to identify and secure host families. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process. If institutional housing (e.g., dorms) rather than host families are used, use this space to describe housing, meals, supervision, etc.

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Approved International Student
Program Application Form
PART 8 – FOLLOW-UP ON PROCESS

In the space provided, please describe the procedures for follow-up with local or area representatives to ensure that the program's placement process has been followed. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.

(Schools/Districts May Skip Part 8)

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Approved International Student Program Application Form
PART 9 – MHSAA MEMBER SCHOOL AFFILIATIONS/RELATIONSHIPS

International Student Programs conducted by MHSAA member schools (not non-school organizations) must disclose all affiliations and relationships with governmental and non-governmental agencies or organizations, churches and individuals who are involved with any aspect of their international student program. Use this page (and additional pages, if necessary) to describe these agencies, organizations, churches and individuals, and provide complete contact information (name, address, email, telephone).

(Part 9 is for MHSAA Member Schools Only.
Non-School Organizations May Skip Part 9.)

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Approved International Student
Program Application Form
PART 10 – POST-PLACEMENT FOLLOW-UP

In the space provided, please describe the procedures for post-placement follow-up with host families and the students placed by the program. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.

FINAL INSTRUCTIONS

A completed application requires that pages 2 through 14 are sent to the MHSAA. Omit NO pages.

Send to the MHSAA by email, fax or US Mail.

Email: aisp@mhsaa.com

Fax: 517-332-4071

Mail: 1661 Ramblewood Dr
East Lansing, MI 48823
USA