

SAINT JOSEPH JUNIOR-SENIOR HIGH SCHOOL  
APPLICATION PROCESS FOR  
NEW STUDENTS IN GRADES 7-12

**PLEASE READ CAREFULLY**

*Please follow the steps below in order to be considered for acceptance.*

- Complete the **APPLICATION FORM**. A tuition deposit of \$250.00 is required immediately upon acceptance.
- A **PLACEMENT TEST** as well as a follow-up **INTERVIEW** must be scheduled with an Administrator through the school secretary.
- A **TESTING FEE** of \$20.00 must be paid before administration of the test, (n. b. If HSPT, SSAT, SRA, or SAT scores are available, please make these available for the school to review).
- Submit a copy of a **BIRTH CERTIFICATE**.
- Submit a copy of a **BAPTISMAL CERTIFICATE, FIRST COMMUNION CERTIFICATE, & CONFIRMATION CERTIFICATE** (if Roman Catholic). All Catholics must verify their membership by a letter or certificate from their Catholic school parish.
- Three **CONFIDENTIAL TEACHER REPORTS** must be completed and submitted by applicant's **present** teachers and mailed directly to the school.
- Up to date **REPORT CARD and two years previous report cards** and/or **TRANSCRIPT** showing all credits earned must be provided to the school.
- Prior to the final acceptance, a **TUITION CONTRACT** must be signed with the school. Payments must be made to the Business Office according to the agreed upon schedule.
- All applicants must submit their **HEALTH RECORDS** including a **RELEASE CARD** from the respective applicant's former school upon acceptance. Health Record must show immunization report and must be in compliance with State of Hawaii health requirements concerning the TB test. Students without proper health records may not enter school. Any student entering school from outside the State of Hawaii for the first time must have completed a tuberculin test prior to attending school at all.

**IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS:**

- St. Joseph does not have a boarding facility; however, **HOME-STAY** families may be available. At the present, cost of room, board and meals is \$800.00 per month. (**Home stay amount subject to change for annual review**). Arrangements must be made between families. The school is not responsible for home-stay arrangements.
- An **INTERNATIONAL** student must have a **LEGAL GUARDIAN** who is a local resident. The school must be provided with a written statement as to who is responsible for tuition and other school expenditures. (Required for INS I-20). Included also must be the name, address and phone number of the

appointed guardian. I-20 fee of \$200 must be paid directly to the Students and Exchange U.S. Immigration and Customs at [ww.ice.gov/sevis](http://ww.ice.gov/sevis). (See: Student Exchange / Visitors Column, Click on SEVP I-901).

- All **VISA** requirements must be met.
- A **SECOND TB TEST** is required upon arrival in Hawaii.
- **MEDICAL INSURANCE** is required in case of illness or injury. The parents of the applicant are responsible for medical insurance and **PERSONAL EXPENSES**.
- A **COMPOSITION** written by the student is required. The composition should state why he/she wishes to study in America and what he/she hopes to gain from his experience; a description of his/her family and siblings, his/her hobbies and interests, any food allergies or food dislikes; and any other information about himself/herself that would help us to know him/her.
- **First year (new) International Students:** Additional \$1,000 ESL (English as a Second Language) fee is due upon registration.

For more information, you may phone: **MARILYN PAKELE**, school secretary at **808-935-4936, ext. 226** or email her at [mpakele.sjhs.hilo@gmail.com](mailto:mpakele.sjhs.hilo@gmail.com). The school's FAX number is **808-969-9019**.