



International Application Checklist

This checklist is designed to assist you with the application process. Your application will be complete and ready for evaluation when all of the items listed below are on file in our office.

Step One – Application

- Application: Signed by both parents, with recent photo and non-refundable application fee of \$100.

Step Two – Essays

- **Parents' statement:** On a separate sheet of paper, describe your child's particular strengths, weaknesses, and educational background; your hopes for your child; and your reasons for applying to Chelsea Academy.
- **Applicant's essay:** (1) Describe a person whom you admire and explain why, or (2) describe an achievement or obstacle that you overcame and explain what you learned from the experience. Your essay should be handwritten on a separate sheet of lined paper, and it should not exceed 300 words.

Step Three – Academic Records

- Request for Academic Records: Please complete the top section of the form before submitting it to your child's current school for release of the requested academic records.

Step Four – Recommendation

- Teacher Recommendation Form: Please complete the top section of the form before giving the form, together with a stamped envelope addressed to Chelsea Academy, to a teacher who knows your child well. (If your child is home-schooled, you may ask a coach, religious educator, or other non-family member who works with your child to complete the form.)

Step Five – Admissions Interview – In person or Skype

Step Six – Admissions Test (if on site)

- Admissions test times are available Monday through Friday, 8 a.m. – 4 p.m., by appointment. Please call to schedule.

Step Seven – ESL Questionnaire

Step Eight – Submission of TOEFL Scores

Chelsea Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.