



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
APPLICATION FOR FOREIGN STUDENT  
(NON DOMESTIC) ELIGIBILITY**

KHSAA Form GE07  
Rev. 06/08

**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER.  
INCOMPLETE FORMS WILL BE RETURNED WITHOUT PROCESSING.  
(All parts to be completed in English)**

**INSTRUCTIONS FOR COMPLETING FORM GE07**

1. Complete this form for any student who is not from the United States or the District of Columbia who transfers into a KHSAA member school after previously attending a foreign or domestic school following enrollment in grade nine (9).
2. Please refer to KHSAA Bylaw 7 (below) and the interpretations of this rule in both the Handbook and on the KHSAA web site, <http://www.khsaa.org/handbook>, for the specific provisions regarding foreign student eligibility. Special notice should be taken to the restrictions on members of the coaching staff at the KHSAA member school or representatives of the placing agency. In addition, students who are listed by the NFHS as "direct placements" shall not be granted a waiver of the one-year period of ineligibility.
3. For students coming through an exchange program, complete sections A, B, C, E and F.
4. For students not coming to the United States through an approved foreign exchange agency, the ruling must come through the KHSAA Due Process Procedure for students not coming through an approved exchange program, complete sections A, B, C, D and F.
5. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office. Member school (s) will be penalized for such participation.
6. The KHSAA member school shall ensure that all parts of this form are complete and legible, and all required attachments are included.
7. The form will be reviewed by the Commissioner's office and a ruling will be issued.
8. A ruling will not be issued for a minimum of three (3) working days to ensure time for verification of the data.
9. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form.
10. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

**Bylaw 7. Transfer Rule - Non-Domestic Students**

**Sec. 1) Foreign Exchange Students**

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.

- a) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
- b) In order to be considered for a waiver, the following conditions must exist
  - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
  - 2) The student shall be in the first and only year as an exchange student;
  - 3) The student shall not be a graduate of a the 12th or terminating grade or its' equivalent in either the U.S. or his/her home country;
  - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
  - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
  - 6) The student's placement must not have been a "direct placement" into a KHSAA member school;
  - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, all such fees shall be paid by the student's family;
  - 8) All travel fees shall be paid by the student's family; and
  - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired and shall not include exchange agency representatives.
- c) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
- d) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

**Sec. 2) Additional Eligibility for Exchange Students**

Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsection (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9 -12 in Kentucky.

**Sec. 3) Students Not Coming Through Exchange Programs**

Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 7 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

**A. STUDENT RECORD AND RECORDS INFORMATION**

1	Name of Student as it appears on passport and/or VISA				Birth Date	
2	Name and address of KHSAA Member School at which eligibility is desired					
3	Sport(s) for which eligibility is desired					
4	Grade in school	9-	10-	11-	12-	
5	Date of enrollment at KHSAA member school					

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6	Name and Address of Last School Attended		
7	Last date enrolled at previously attended high school		
8	Has student completed high school (grades 12 or the equivalent) in his/her home country?	Yes	No
9	Total number of previous years in high school (foreign and domestic combined) after promotion from grade eight):		
10	Did the student participate in varsity athletics at the last high school attended (check yes or no) in his/her home country?	Yes	No
11	If 10 is yes, list sports		
12	Has student previously attended high school in United States?	Yes	No
13	If 12 is yes, list school address and enrollment dates		
14	Has this student's age been verified as meeting Bylaw 3, transcript completely translated into English and academic eligibility verified?	Yes	No
15	Does this student meet all other KHSAA eligibility rules such as being a full-time student the previous semester and not yet exceeding the semester limit (check yes or no)?	Yes	No
16	Name and Address of Birth Parents		
17	Name and Address of Host Family? ( <b>Host family cannot be an official representative of the placement agency or member of the coaching staff at the school</b> )		
18	Daytime Phone Number of Host Family?		
19	What specific KHSAA public/independent school district includes the address listed in Question 17 above ( <u>specific public school not school system</u> ).		
20	Is/are host (resident) family member (s) acting as a coach, administrator, faculty or staff member, or otherwise employed by the school? If yes, in what capacity?		
21	Is the host (resident) family a member of any sports booster organization or a sponsor of athletics at the local school?		
22	Does this host family have other students involved in interscholastic sports at the school? (If yes, list team)		

**B. EXCHANGE PROGRAM SPONSORSHIP, FEES AND VERIFICATION** (*The following checked items have been certified and verified*)

23	Name of Exchange Program		
24	Name and Address of Local Area Exchange Program Representative	Daytime Phone number of Exchange Program Representative	

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25	List amount of agency fee(s) paid for placement, and indicate who payment was made to for the placement.		
26	Who is responsible for the payment of placement fees to the foreign exchange agency?		
27	What is the person in Line 26's relationship to the school (i.e. faculty, coach, administrator, parent, none). <i>Enclose copy of payment record (cancelled check, receipt, etc.) clearly indicating payer of fees. Also enclose a letter from the agency (in English) verifying the name of the individuals paying the fees.</i>		
28	Amount of base tuition and fees charged to all students who attend this high school, or charged to non-district resident students.	Amount of tuition and fees charged to this student.	
29	Who paid the tuition and fees to the school (if applicable) and that person's relationship to the school (i.e. faculty, coach, administrator, parent, none). <i>Enclose copy of payment record translated into English (cancelled check, receipt, etc.) clearly indicating payer of fees.</i>		
30	Yes	No	The national headquarters of the sponsoring organization approved placement in the host school.
31	Yes	No	Placement in host school was made by the sponsor prior to departure from the student's native country.
32	Yes	No	As host school, we are confident, upon our evaluation that this request for eligibility is within the scope of KHSAA rules.

**C. CLASSIFICATION (check one)**

<input type="checkbox"/>	This student is coming to my school through a Foreign Exchange Agency (skip to Item E and complete balance of information, then return to KHSAA for ruling.)
<input type="checkbox"/>	This student is not coming to my school through an approved Foreign Exchange Agency (complete section D and submit to KHSAA for further instructions.)

**D. FOREIGN STUDENTS NOT COMING THROUGH FOREIGN EXCHANGE PROGRAM**

NOTE: Students not coming through a Board of Control approved program should submit information related to the enrollment of this student. A complete list of those programs is available on the KHSAA web site ([www.khsaa.org](http://www.khsaa.org)). This information will be forwarded to the Hearing Officer of the KHSAA who will conduct an administrative hearing to determine this student's eligibility. **Students for which the one-year initial period of ineligibility is waived are subject to the one-year limitation on eligibility.** The school and/or student will be notified of the time and place of the hearing. Further details can be found in the KHSAA Due Process Procedure in the KHSAA Handbook.

*Please describe in complete detail the circumstances surrounding this student's arrival in the United State and desire to attend the member school. Attach additional correspondence if necessary.*

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**E. CHECKLIST OF FORMS AND ATTACHMENTS (check to verify that these are enclosed with form, all must be checked)**

Various Forms and Documentation are needed to accompany this form. Please include all forms and verification with the original submission. If any item is not provided, the form will be returned to the receiving school for completion of the missing information. No other attachment or information should be necessary if these three attachments are provided.

**As Principal / Designated Representative, I have attached the following information:**

<input type="checkbox"/>	Copy of the student VISA (must be the VISA, not a copy of the passport)
<input type="checkbox"/>	Copy of the J-1 Certificate of Eligibility For Exchange Visitor Status Form (DS-2019) Prepared by the Agency per the Guidelines of the US Department of State (must be the DS-2019 and not the stamp on the VISA)
<input type="checkbox"/>	Copy of the Financial Information Verification translated into English, verifying lines 26 and 29. This should be on the agency letterhead and include any verification that all fees (and those amounts must be listed) were paid by the natural parents for participation in the exchange program.

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**F. SIGNATURES AND CERTIFICATIONS**

I understand that if the waiver of the one-year period of ineligibility is granted, this student shall not be eligible for more than one year of athletic participation under any circumstances.

33	Exchange Student Signature		Date	
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I understand that if the waiver of the one-year period of ineligibility is granted, this student shall not be eligible for more than one year of athletic participation under any circumstances.

34	Host Family Signature		Date	
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As Principal or Designated Representative of this KHSAA member school, I hereby verify that this student meets all eligibility rules and regulations as promulgated; hereby certify that the student was not recruited for athletic purposes by any official or unofficial representative of the school and that the placement of this student in this school was random as required by Bylaw 10. It is the recommendation of the undersigned Principal or Designated Representative that the period of ineligibility for transferring students (one year from the date of enrollment) is waived and that he/she be declared eligible immediately to represent my school in interscholastic athletics. I understand that if the waiver of the one-year period of ineligibility is granted, this student shall not be eligible for more than one year of athletic participation under any circumstances.

35	Principal / Designated Representative Signature	
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36	Position at the School	
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37	Email Address (for data gathering purposes only, no rulings can be made via electronic mail)	
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38	Daytime Phone Number		Date Signed	
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