



# RANDOLPH-MACON ACADEMY

## **GUARDIAN REQUIREMENTS FOR INTERNATIONAL STUDENTS**

This policy statement outlines Randolph-Macon Academy's expectations for the guardians of our international students. We require that parents of all international students designate a U.S. guardian for their son or daughter. Randolph-Macon Academy considers this designated guardian as the legal authority for making decisions and acting on behalf of the parent and the student when parents are not readily available. **The I-20 form necessary to obtain a U.S. F-1 student visa will not be issued until a U.S. guardian has been named and approved.** The fee for this service will be between the guardian and the family under a separate contract. Once finalized, R-MA needs the guardian selected to sign this agreement and we will add their information to our records.

### **REQUIREMENTS FOR GUARDIANS**

- Must be over the age of 25 years old.
- Must be a U.S. citizen or hold an active U.S. visa.
- Must live within 200 miles of Randolph-Macon Academy.
- Must provide R-MA with a reliable telephone number and e-mail address for immediate contact in case of medical or other emergency.
- Must ensure that his or her student departs the campus for and returns from breaks in accordance with the printed schedule.

It is the guardian's responsibility to care for the student when the dorms are not open, and to transport the student to and from the school in accordance with the academic calendar. International students should have travel arrangements made and confirmed prior to arrival at the Academy. Students must arrive to campus on their scheduled registration date/time and will not leave early or return late from a holiday; those who do so will incur academic and discipline penalties.

Travel arrangements to and from airports for Upper School students can be made by contacting Karen Moxie at [kmoxie@rma.edu](mailto:kmoxie@rma.edu) or (540) 636-5495. For Middle School students, travel arrangements can be made by contacting Melissa Grove at [mgrove@rma.edu](mailto:mgrove@rma.edu) or 540-636-5480.

In the event that the applicant is not able to find a suitable U.S. guardian that fulfills the above guidelines, contact [pcole@rma.edu](mailto:pcole@rma.edu) and she will connect you with a guardian consultant who will assist you.

### **GUARDIAN INFORMATION (PLEASE PRINT)**

Title: \_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Cell phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Home email: \_\_\_\_\_ Work email: \_\_\_\_\_

*By signing below, I agree to the above-stated expectations of the U.S. Guardian. The responsibilities of being a guardian will remain in effect until the student's graduation from Randolph-Macon Academy, or is replaced by written notice from the parent and the signing of a guardian agreements by the new guardian.*

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_