The following information was provided by Foreign Study League Espana (FSL) to all students prior to their arrival in the United States. We would like to take this opportunity to resend the information to students in case it has been misplaced in the preceding months, and to provide them the opportunity to share it with their host families. We encourage students to correspond with FSL directly regarding any questions they may have of the convalidation process.

**CONVALIDATION OF STUDIES IN THE UNITED STATES FOR SPANISH STUDENTS**

As part of the program, Foreign Study League Espana will assist with the procedure of convalidation of studies that you are about to begin in the United States. This procedure will be carried out in front of the Ministry of Education and Culture, and in order to do so, you must first complete a series of requirements, including passing your courses taken during the academic year in the US. This section will explain the process in detail.

In applying for the program, you had to include on the enrollment form what courses you have taken and the grades you received in those classes prior to this upcoming academic year. This information has been translated by your American high school so that you are credited for having taken the classes and that you can take the next level of courses in the US. In a manner of speaking, they have convalidated your work in Spain.

Therefore it is possible, in specific cases, that the American high school can ask for a curriculum explanation for courses you have already taken, if they deem it necessary. If this is the case, you will be directly contacted if you are in the US, or you will be contacted through FSL if it is prior to your departure from Spain.

**North American Education System**

You will find big differences between the North American high school and your current school. Here are some of the most important differences that you will generally find:

- The majority of courses are optional. However, you are still obligated to study a series of these courses, as will be explained in this section.
- The classroom belongs to the teacher and not the students, so you have to find the classroom where each class is taught.
- You have different classmates in different classes, depending on what course it is.
- Physical education and sports are a fundamental part of scholarly life. You should participate in all the ones you can.
- There are numerous clubs and extra-curricular activities in which you can participate.
- In most cases, the academic year is divided into semesters. The first semester finishes in the middle of January and the second in mid-June. At the end of each semester, you will receive credits for the courses you studied. Normally, a semester is worth half a credit (0.5 credits) per course.
- In some high schools, the year is divided into trimesters, and you receive credits at the end of each of the trimesters.
- In some cases, high schools follow the BLOCK SYSTEM meaning that class time for each course is double the normal time. See the section on “Block System” if your high school follows this system, because this affects convalidation.
Though we suppose that you have already familiarized yourself with the equivalencies of studies in the United States, it does not hurt to review them:

<table>
<thead>
<tr>
<th>Spain grade levels</th>
<th>US equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3° de ESO ó 1° de BUP</td>
<td>9th grade</td>
</tr>
<tr>
<td>4° de ESO ó 2° de BUP</td>
<td>10th grade</td>
</tr>
<tr>
<td>1° de Bachiller ó 3° de BUP</td>
<td>11th grade</td>
</tr>
<tr>
<td>2° de Bachiller ó COU</td>
<td>12th grade</td>
</tr>
</tbody>
</table>

PART ONE: COURSE OF STUDY REQUIREMENTS

You should know exactly what is required by the Spanish Ministry of Education and Culture for study in North American high schools, especially if you are going to study what is equivalent to the COU/12th grade.

The requirements of study in North American high schools differ from state to state as well as from school to school. However, certain areas should be focused upon (American History and English are obligatory) in order to obtain the proper credits.

The Ministry of Education and Culture regulates, in accordance with the Ministerial Order of January 27, 1989, the conditions to convalidate an academic year spent in the United States. Here, in schematic order, we will explain what this Ministerial Order dictates.

- **Students in 2° ó 3° de BUP/10th or 11th grade, 3° ó 4° de ESO/9th or 10th grade, and 1° de Bachiller/11th grade**

  If the year you are going to convalidate is one of these indicated, you will need to study and pass, during the entire year (both semesters) at least four (4) of the following courses:

  - Literature
  - Latin
  - Natural Sciences
  - Chemistry
  - History
  - Greek
  - Mathematics
  - Geography
  - Philosophy
  - Physics

  These are the generic classifications of courses accepted by the Ministry of Education and Culture for convalidation. In many North American high schools, there are different names for specific courses. Later, you will see the courses that are valid. No other courses or their abbreviations that are not found in this packet will be accepted as a course eligible for convalidation.

Important notes:

- You should study these courses during both semesters.
- If you study more than the four courses needed for convalidation, you need to pass those as well.
- Given that many courses only last one semester, during the second semester you should take classes that complement the same areas of study material of the first semester courses as seen in the following pages (i.e. Trigonometry in the first semester and Geometry in the second. Both courses pertain to the area of Mathematics).
- As we explained in your pre-departure orientation, you can convalidate a higher grade (i.e. 12th grade for 3° de BUP). If you do this, you should realize that courses in
Technical Drawing and Art History are only valid for convalidation in COU or 2º de Bachiller/12th grade.

- See the later pages to find the equivalent courses that are accepted by the Ministry of Education and Culture.

### Students in 2º de Bachiller or COU/12th grade

If the course of study you intend to convalidate corresponds to 2º de Bachiller or COU/12th grade, you should do the following:

- Study and pass, during the entire academic year, at least four (4) of the following courses. **Three of the four courses must pertain to the same group.**

  **Group A: Mathematics, Physics, Biology, Geology, Technical Drawing and Chemistry**
  **Group B: Literature, History, Latin, Greek, Art History, Mathematics and Philosophy**

- Obtain a diploma of graduation from the high school you attend in the US. In cases where it is not possible to obtain a diploma (some high schools do not issue diplomas to international students who only study at the school for one year), it is imperative that you take and pass one (1) extra course during the entire academic year. This course can be in any particular discipline (it does not have to pertain to either of the aforementioned groups).

**Important notes:**

- You should take all the courses during both semesters (during the entire academic year).
- If you take more than the four courses necessary to convalidate, you must pass those as well.
- Given that many courses only last one semester, during the second semester you should take classes that complement the same areas of study material of the first semester courses as seen in the following pages (i.e. Trigonometry in the first semester and Geometry in the second. Both courses pertain to the area of Mathematics).
- See the later pages to find the courses that are accepted by the Ministry of Education and Culture.
- Courses in the areas of Natural Sciences and Geography are not eligible for convalidation for COU or 2º de Bachiller/12th grade.
- **YOU MUST PASS ALL YOUR CLASSES (WHETHER OR NOT THEY ARE ELIGIBLE FOR CONVALIDATION). A NON-PASSING GRADE ON YOUR TRANSCRIPT WILL RENDER YOU INELIGIBLE FOR CONVALIDATION.**

### Block system

As we have mentioned before, some high schools follow what is called the “block system” or “compressed schedule”.

This system can be differentiated from the normal course of study in that class time lasts 90 minutes (approximately) instead of the normal 45 minutes. Therefore, in one semester, the content of one academic year is covered.

If this is the case in your high school, it will not be necessary to take the 4 courses eligible for convalidation during the entire year. It is sufficient to take these courses in one semester.
The Ministry of Education and Culture accepts this system without any problems when the school issues a letter explaining that they are on the “block system” or “compressed schedule”.

We will explain what information needs to appear in the documentation you bring from the United States for convalidation.

PART TWO: REQUIREMENTS FOR DOCUMENTATION TO CONVALIDATE

The documentation necessary to convalidate a year in the US is composed of two parts:

- The first, of which we ask of your parents before you return from the US
- The second, which is the documentation that credits all the courses you took in the North American high school and their authentication that you bring when you return to Spain and present them to the FSL office, in accordance with the information detailed in the following pages

It is extremely important that you pay attention to the given information regarding the documentation that you need to obtain and the points that the documentation must include. You must follow every minute detail regarding these steps because without any one of these details, FSL will not be able to present your case for convalidation to the Ministry of Education and Culture. It is YOUR RESPONSIBILITY that you obtain the documents that we ask of you and that they are correctly prepared:

STEP 1: DOCUMENTATION NEEDED FROM YOUR HIGH SCHOOL IN THE US:

a) **Official school transcript of grades.** The official school document that indicates the courses you studied, with the grades received during the entire school year. On this document, the following information should be included:

- Your full name correctly spelled.
- Grade: the year you studied. 9th, 10th, 11th, or 12th grade.
- Academic year (i.e. 2005/2006).
- Courses studied, grades received per period, and credits (the periods can be in quarters, trimesters, or semesters). **The transcript will not be valid if only the final grade appears for each course.**
- Complete name for each course: the names of the 4 courses eligible for convalidation should coincide with those that the Ministry of Education and Culture dictate in order to convalidate the year. Later, you will find a list of these courses.
- Signature of a school official (such as the Principal) and the school seal.

b) **School letter.** In cases where any one of the aforementioned details does not appear in the transcript, you must obtain a letter that mentions the omitted points. This letter should be signed by the director of the school and include the school seal.

c) **Course summary.** You should obtain an explanation of each of the courses studied. The letter should include the signature of a school official as well as the school seal.

d) **Block schedule.** If you have studied under this system at your American high school, you need to obtain a letter from the school explaining the system. It should explain that the classes lasted 90 minutes and in one semester you receive one (1) credit per course. That is to say, you completed one yearlong course in one semester.
e) **Official graduation diploma.** Only for students who will convalidate 12\textsuperscript{th} grade for COU/2\textsuperscript{a} Bachiller.

f) **Photocopies.** Once you have obtained the original documents (official transcript of grades and letter(s)), **you need to obtain three (3) good photocopies of every original document.** Every photocopy should include an original school seal and an original signature of the head of the high school.

**STEP 2: LEGALIZING THE DOCUMENTS**

a) **Notary Public.** Now that you have the documents (originals and photocopies), you need to find a Notary Public to notarize them. All of the documents, including the photocopies, have to be notarized by the same Notary. In many cases, a high school will have a Notary Public on staff.

The Notary Public must include on each document (originals and photocopies), the following:

- County and state
- Date
- Signature and seal
- Date on which the notary’s “commission” will expire: “My commission expires on…”
- Authentication of the document: “I certify this is true and correct…”

Make sure that the Notary Public includes these points on each document, because the omission of any one of these points will mean that you will need to go back to that Notary to have it re-notarized.

Even if the Notary knows how to do this, we recommend that you show this example of notarization so that there is no mistake:

```
THE NOTARIZATION OF THIS DOCUMENT HAS TO INCLUDE THE FOLLOWING STATEMENT IN ORDER TO OBTAIN THE APOSTILLE FROM THE SECRETARY OF STATE:
- Signature of notary
- Seal
- My commission expires on…
- County of…
- State of…
```

**IMPORTANT NOTE:** In the states of Arizona, California, Colorado, Missouri, Oklahoma, and Wisconsin, there is a specific manner of notarization. Please look at appendices A-F.

The states of Georgia, Indiana, Kentucky, Maryland, New York, North Carolina, Ohio and Tennessee require an additional document that we indicate in the following point.

b) **County Clerk – Registrar of Deeds**

The Secretary of the states of Kentucky, Maryland, New York, North Carolina, Ohio and Tennessee require, by means of a certificate issued by the County Clerk or Registrar of Deeds, the validation or recognition of the notarization dealt to legalize each document.
Notice that for each document legalized, the Notary has indicated the county. You should go to the County Clerk in the indicated county with all your notarized documents (originals and photocopies).

This certification by the County Clerk is absolutely necessary to obtain the **SECRETARY OF STATE APOSTILLE OF LA HAGUE** (the document that will be explained in the following section).

*No document will be considered legalized (in the states mentioned above) if they do not have the certification of the County Clerk and the Notary Public.*

**STEP 3: OBTAINING THE APOSTILLE OF LA HAGUE**

This document is absolutely necessary to obtain your convalidation. It can be obtained from the **Secretary of State** of the American State where you have studied and lived. The Secretary of State’s office verifies that the **official school transcript of grades** and the **official and original graduation diploma** (for 12th graders) in accordance with the laws of the state, are correctly legalized and the signature and seal of the Notary (or County Clerk in some cases) are valid.

In order to obtain the Apostille of La Hague, you need to contact the Secretary of State in your American State by visiting the office or by mail. In appendix A, you will find the addresses and phone numbers for the Secretary of State in your state. Before visiting the office or sending anything to the Secretary of State, you should call the listed phone number to confirm the address, the cost of processing the Apostille, and the turn-around time in which they issue the Apostille.

If you prefer to obtain the Apostille of La Hague by traceable mail (i.e. certified mail, UPS), you should send the following materials:

- A letter indicating that you are requesting an Apostille of La Hague (see appendix H).
- An original and notarized official school transcript of grades, and, for students in the 12th grade, the official notarized graduation diploma.
- A check or money order in US dollars for the cost to process and issue an Apostille. You should check with the Secretary of State to see to whom a check should be payable.
- A self-addressed stamped envelope or an envelope prepared for a courier or certified mail addressed to an address in the US. You should make arrangements with your host family or Local Coordinator to receive these documents in the case of absence so that they may forward the materials to you in Spain (please leave money for international postage). The Secretary of State’s office will not mail your documents to Spain.

The Secretary of State will send by certified mail or courier to the address on the prepared envelope the Apostille with the **official school transcript of grades** and/or legalized diploma. Please be aware that the use of a courier is substantially more expensive than using certified mail. However, we suggest that you use a form of mail that can be tracked.

The safest plan of action is to contact the Secretary of State to verify how to obtain an Apostille by mail, the address to send the request, the cost to process the documents and how long the process will take.
NOTE: Remember that in the states of Georgia, Indiana, Kentucky, Maryland, New York, Ohio, and Tennessee require the certification of a County Clerk.

STEP 4: DOCUMENTS TO BRING BACK TO SPAIN

- Original Apostille of La Hague
- Original and notarized official transcript, diploma (if applicable) and 2 notarized photocopies of each
- Applicable letters from the school. The original and 2 photocopies should be notarized.
- Course summaries

These documents need to be received by July 1, 2006 at:

Foreign Study League Espana
Dpto. Convalidaciones
Nuñez de Balboa, 49
28001 – Madrid
SPAIN

In order to facilitate the work that is entailed in obtaining these documents, we suggest you make a checklist of this process so that you do not miss any steps. Remember that the omission of any one of these steps will render your Apostille request and subsequent convalidation invalid.

STEP 5: DELINIATION OF RESPONSIBILITIES

Be aware that you need to follow each of the rules and instructions indicated in the preceding pages as well as follow the deadlines indicated. If we receive documentation that is incomplete or incorrect, it will be your responsibility to obtain new and corrected documentation.

If you have any questions or if you need help, call FSL in Madrid at 91 781 99 10.

Do not rush through this process. Go through it step by step. It is much easier than you think. It is simply a question of following each step carefully.

IMPORTANT NOTE FOR STUDENTS IN THE 12\textsuperscript{TH} GRADE

The process is just as described in the preceding pages. However, you need to not only obtain an official school transcript of grades, but an Official Graduation Diploma as well.

a) Official graduation diploma. This is the document that the high school gives crediting that you have graduated. On the diploma, your full name should appear correctly spelled and without abbreviation.

If you do not receive a diploma of graduation and instead receive another document such as a Certificate of Attendance, Certificate of Completion, Certificate of Graduation, or Honorary Diploma, you need to obtain a school letter, signed by a school official and sealed, that indicates exactly what is described below:

To Whom It May Concern:

(Your full name) was a foreign exchange student enrolled in 12\textsuperscript{th} grade during the school year 2005-2006. He/She did not receive a graduation diploma because it is the policy of our school not to award a diploma to students enrolled in a foreign exchange program. A diploma is awarded if the requirements of the four-year program are completed.
Here is an example of how original and photocopied documents should be notarized, in accordance with the laws of the state of California.

In order to notarize documents, an authorized individual from the high school must be present along with a notary public. The individual from the school will certify that the documents are authentic and that the notary will legalize them. Make sure that the notary legalizes the documents in this way. This is absolutely necessary in order to obtain an Apostille of La Hague.

You can show the notary this example so that he/she knows how the notarized document must appear:

<table>
<thead>
<tr>
<th>According to the laws of the Secretary of the State of California, the notarization of this document has to include the following statement in order to obtain the Apostille:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that this is a true original or copy of the document.</td>
</tr>
<tr>
<td>Signature of school official, print name of official and title</td>
</tr>
<tr>
<td>Subscribed and sworn to before me on (date)</td>
</tr>
<tr>
<td>Notary signature</td>
</tr>
<tr>
<td>Seal</td>
</tr>
<tr>
<td>My commission expires on</td>
</tr>
<tr>
<td>County of</td>
</tr>
<tr>
<td>State of</td>
</tr>
</tbody>
</table>
APPENDIX B
MODEL OF LEGALIZATION FOR A NOTARY PUBLIC IN THE STATE OF COLORADO

Here is an example of how original and photocopied documents should be notarized, in accordance with the laws of the state of Colorado.

In order to notarize documents, an authorized individual from the high school must be present along with a notary public. The individual from the school will certify that the documents are authentic and that the notary will legalize them. Make sure that the notary legalizes the documents in this way. This is absolutely necessary in order to obtain an Apostille of La Hague.

You can show the notary this example so that he/she knows how the notarized documents must appear, DEPENDING IF THE DOCUMENT IS AN ORIGINAL OR A PHOTOCOPY.

According to the laws of the Secretary of the State of Colorado, the notarization of this original document has to include the following statement in order to obtain the Apostille.

I affirm this is a true and correct original document
Signature of school official person
Print name of school official person
Title

This document has been subscribed and affirmed before me in the county of _______ State of Colorado, this day of __________, 2006.

Notary Seal/Stamp
Signature of Notary
My commission expires on

According to the laws of the Secretary of the State of Colorado, the notarization of this copy of original document has to include the following statement in order to obtain the Apostille:

State of Colorado, County (or city) of _______ I ________ (name of notary), a notary public in and for said state, do certify that on ________ (date), I carefully compared with the original the attached facsimile I now hold in my possession. They are complete, full, true and exact facsimiles of the document they purport to reproduce.
APPENDIX C
MODEL OF LEGALIZATION FOR A NOTARY PUBLIC IN THE STATE OF ARIZONA

Here is an example of how original and photocopied documents should be notarized, in accordance with the laws of the state of Arizona.

This state requires that the high school and the notary must indicate the following as noted in the box below. You should show this example to the school and the notary so that they know how to replicate it exactly. Make sure that this type of notarization takes place with all your documents (originals and photocopies). Realize that the omission of any one of the details shown below may mean that you will need to return to the notary and have the documentation legalized again.

It is imperative that the documents are notarized by the same notary.

Two statements are required by the State of Arizona in order to obtain an Apostille. The school must place statement #1 to the original and the copies of the documents. The Notary must place statement #2 to the original and the copies of the documents.

1. Statement certifying the documents by the school

   TO WHOM IT MAY CONCERN:

   This is to certify that (name of document) is a true copy of the (name of document) earned by (student’s name) in satisfaction of the requirements of the course of study prescribed by the Board of Education for (name of High School).

   Issued on this __________ day of (month) 2006.

   Signature of registrar
   Typed name
   Title
   School
   Address

   --------------------------------------------------------------

2. Statement notarizing the documents by the Notary Public.

   STATE OF ARIZONA

   COUNTY OF

   Subscribed and sworn before me this __________ day of (month) 2006.

   Affix Seal
   Notary Signature
   Expiration date of Commission
APPENDIX D
MODEL OF LEGALIZATION FOR A NOTARY PUBLIC IN THE STATE OF OKLAHOMA

In the state of Oklahoma the process of notarization is quite distinct from other US states, but it is no more complicated. In this case, they differentiate between original documents and the photocopies.

In the box below, you will find instructions for the Notary to follow.

Show this page to the Notary and make sure that they follow this method of legalization FOR EVERY DOCUMENT, whether they are originals or photocopies. Omitting any one of these details may mean that you will need to return to the notary to have it all legalized again.

It is imperative that all the documents be notarized by the same Notary.

A. This statement must appear on the original documents:

   State of Oklahoma
   County of _________________

   This instrument was acknowledged before me on (date).
   By (name and title of school official)

   Notary Seal/Stamp       Signature of Notary Public


B. This statement must appear on the copies of the documents:

   State of Oklahoma
   County of __________

   I certify that this is a true copy of a document in possession of (name of school)

   (Date)

   Notary Seal/Stamp       Signature of Notary Public
APPENDIX E
MODEL OF LEGALIZATION FOR A NOTARY PUBLIC IN THE STATE OF MISSOURI

In the state of Missouri, the process of notarization is distinct from other states, but it is no more complicated.

In the box below, you will find instructions for the Notary to follow.

Show this page to the Notary and the high school, and make sure that they follow this method of legalization FOR EVERY DOCUMENT, whether they are originals or photocopies. Omitting any one of these details may mean that you will need to return to the notary to have it all legalized again.

It is imperative that all the documents be notarized by the same Notary.

A. Statements are needed by a school authority and a Notary Public.
B. The face of the documents must not be altered by the school authority or the Notary.
C. The signature of the school authority must be witnessed by the Notary Public.

<table>
<thead>
<tr>
<th>Required statement from the school authority placed on the back of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, (name of authority), (title), certify that this is a copy of an original (name of document) presented to (name of student) on (month/day/year).</td>
</tr>
<tr>
<td>Signature of school authority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required statement from the Notary Public placed on the back of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td>On this ________ day of __________ month in the year 2006, before me, the undersigned Notary Public personally appeared (name of school authority) known to me to be the person whose name is subscribed to the written instrument and acknowledged that (he/she) executed the same for the purposes therein contained.</td>
</tr>
<tr>
<td>In witness whereof, I hereunto set my hand and official seal.</td>
</tr>
<tr>
<td>Official signature of Notary</td>
</tr>
<tr>
<td>Notary Public</td>
</tr>
<tr>
<td>Notary Seal</td>
</tr>
</tbody>
</table>
APPENDIX F
MODEL FOR LEGALIZATION FOR A NOTARY PUBLIC IN THE STATE OF WISCONSIN

In the state of Wisconsin, the process for notarization is distinct from other states, but it is no more complicated. In this case, the original documents and their photocopies are differentiated.

In the box below, you will find instructions for the Notary to follow.

Show this page to the Notary, and make sure that they follow this method of legalization FOR EVERY DOCUMENT, whether they are originals or photocopies. Omitting any one of these details may mean that you will need to return to the notary to have it all legalized again.

It is imperative that all the documents be notarized by the same Notary.

A. For witnessing or attesting a Signature this statement must appear on original documents. A school official must sign the document in the presence of the Notary Public.

State of Wisconsin
County of ____________________

Signed and sworn to (or affirmed) before me on (date)
By (name and title of school official)

Notary Seal/Stamp Signature of Notary Public

B. For attestation of a copy of a document
This statement must appear on the copies of the documents:

State of Wisconsin
County of ____________________

I certify that this is a true copy of a document in possession of (name of person possessing original document)

Dated ______________

Notary Seal/Stamp Signature of Notary Public
APPENDIX G
MODEL OF A LETTER FOR THE SECRETARY OF STATE REQUESTING AN APOSTILLE OF LA HAGUE

Date: ______________
Address: SECRETARY OF STATE OF ____________________________

Dear Sir or Madam:

Enclosed please find documents required to receive an Apostille of La Hague for (student’s name).

You will also find a check in the amount of $_______ as payment for processing the Apostille(s).

When the documents are ready, please forward them to _________________________________ using the enclosed self-addressed stamped envelope. If there are any questions or concerns regarding this request, please contact me at (phone number in the United States).

The documents with the Apostille are required by the Spanish Ministry of Education and Culture in order to validate my academic year in the US.

Thank you for your assistance and prompt attention to this request.

Sincerely,

(your name)
<table>
<thead>
<tr>
<th>COURSE ELIGIBLE FOR CONVALIDATION</th>
<th>COURSE TITLE IN ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literatur (Literature)</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>American Literature</td>
</tr>
<tr>
<td></td>
<td>British Literature</td>
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<tr>
<td>Historia (History)</td>
<td>History</td>
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<td></td>
<td>World History</td>
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<td></td>
<td>World History and Geography</td>
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<td></td>
<td>American History</td>
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<td>U.S. History</td>
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<td>U.S. History and Geography</td>
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<td>Government</td>
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<td>Current Issues</td>
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<td>American Studies</td>
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<td>Geography</td>
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<td>Philosophy</td>
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<td></td>
<td>Astronomy</td>
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<td></td>
<td>Oceanography</td>
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APPENDIX I
SELECTION OF COURSES

Complete this form, then send it by fax or e-mail to FSL.

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<td>Address in the United States:</td>
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<td>Telephone number in the US:</td>
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<td>Fax number where we may reach you:</td>
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<tr>
<td>E-mail address where we may reach you:</td>
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<tr>
<td>Name of high school:</td>
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<tr>
<td>Address of high school:</td>
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<tr>
<td>Telephone number of high school:</td>
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Circle the course level for which you will convalidate:

- 9th grade
- 10th grade
- 11th grade
- 12th grade
- 3° ESO
- 2° BUP
- 3° BUP
- COU
- 4° ESO
- 1° Bachiller
- 2° Bachiller

If you are convalidating COU or 2° Bachiller/12th grade, is the school going to give you an official diploma of graduation? (Circle one)

- YES
- NO

Is your school on the “block system”?

- YES
- NO

Indicate the exact names of the courses that you will be taking. Please complete this section in English, as they will appear on your official transcript for the academic year.

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