

Registration Application



INTERNATIONAL STUDENT EXCHANGE VISITOR PLACEMENT ORGANIZATION

(California Government Code §§ 12620-12630 and Cal. Code of Regulations, Title 11, §§350-381)

For Calendar Year Beginning January 1, 20\_\_

Check one: [ ] New registration Fee \$150.00 [ ] Re-registration Fee \$50.00 [ ] Amendment No fee

For Official Use
Date received \_\_\_\_\_
Amount received \_\_\_\_\_

ORGANIZATION NAME:

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

Phone number (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

1. Name of individual maintaining in-state telephone number \_\_\_\_\_

2. Organization's in-state telephone number (with area code) (\_\_\_\_) \_\_\_\_\_

3. Is the organization exempt from US federal income tax? [ ] YES [ ] NO

4. Is this organization operating as a foreign corporation or limited partnership (as defined in California Corporations Code §2100 et seq, and §15691 et seq.)?

[ ] YES, the organization is registered with the California Secretary of State as a foreign corporation or limited partnership and a copy of the Certificate of Qualification from the Secretary of State is attached.

[ ] NO

5. Organization is registered currently with the US Department of State (formerly United States Information Agency) with the Registration Number: \_\_\_\_\_.

[ ] Attached is required copy of US Department of State DESIGNATION LETTER showing current registration.

[ ] Attached is required notarized statement (Form ISEVPO-2) declaring all standards and obligations have been met.

6. Is the organization registered currently with the Council on Standards for International Education Travel? [ ] Yes [ ] No.

By signing below, I am the person who is primarily responsible for accepting all official communication, inquiries from the Office of the Attorney General, maintaining documentation for each student and supervision of placements within the State of California, according to Cal. Code of Regulations, Title 11, §§370 et seq.

Print Name of Responsible Officer: \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Responsible Officer

This document is hereby executed under penalty of perjury and is, to the best of my knowledge, true and correct.

Print Name of Chief Executive Officer: \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Chief Executive Officer

**BASIC GUIDELINES AND INSTRUCTIONS FOR****INTERNATIONAL STUDENT EXCHANGE VISITOR PLACEMENT ORGANIZATION APPLICATION**

(California Government Code §§ 12620-12630 and Cal. Code of Regulations, Title 11, §§350-381)

**Note:** You can use your computer to fill out this application and print for signatures if you download the form at the Attorney General's web site.

1. Document must be typewritten or printed legibly.
2. All sections of the form must be completed.
3. Out-of-state corporations must be qualified in the State of California before registering as an International Student Exchange Agency. Information on how to qualify to do business in California is available from the [Secretary of State](http://www.ss.ca.gov/business/resources.htm).  
<http://www.ss.ca.gov/business/resources.htm>
4. Registration forms not accompanied by certified check will be returned unprocessed.
5. Registration requirement applies to any person, partnership, corporation or entity that within any five-year period arranges placement of foreign exchange students in kindergarten through grade 12.
6. Registrations are valid for one (1) calendar year, beginning January 15.
7. Renewals must be submitted by January 15 of the calendar year in which the organization intends to do business in the state.
8. Organizations that fail to renew by January 15 must register as a new applicant for that calendar year.
9. Any changes in registration information must be submitted to the Office of the Attorney General within thirty (30) days.
10. Mail ORIGINAL and ONE (1) COPY of your completed registration application to:

**Office of the Attorney General  
International Student Exchange Agency Registration  
455 Golden Gate Avenue, Suite 11000  
San Francisco, CA 94102**

**This CHECKLIST is intended to help you assemble the materials needed to complete your application.**

- [ ] Application Form completed and signed by organization's Responsible Officer and Chief Executive Officer.
- [ ] Registration Fee paid by certified check. Make payable to ISEVPO Registry.
- [ ] Copy of written agreement between the organization and California resident maintaining the in-state telephone number.
- [ ] Copy of US Department of State Designation Letter showing current registration of the organization.
- [ ] Copy of notarized statement (Form ISEVPO-2) declaring that all standards and obligations have been met by your organization.
- [ ] Copy of your Certificate of Qualification from the California Secretary of State for foreign corporations.
- [ ] List of students placed in a California school during the previous year in the following format:

<u>Name of Student</u>	<u>Home Country</u>	<u>School District</u>	<u>Length of Placement</u>	<u>Date of Placement</u>
1. Molly Jones	Sweden	San Jose	One year	August 2000
2. Aki Kurosawa	Japan	San Jose	One year	September 2000

**NOTARIZED STATEMENT**

I, \_\_\_\_\_, acting in the capacity of \_\_\_\_\_, hereby certify that I am responsible for signing on behalf of \_\_\_\_\_, an international student exchange placement organization. I hereby certify that the statutes, regulations, and standards relating to the placement of a student in the State of California by the organization have been reviewed and understood.

I further certify on behalf of the above-named organization that it is in compliance with all required standards and documentation set forth by statute and regulation. I understand that the Attorney General may request such supporting documentation as to this statement from the organization at any time, and that such documentation must be supplied when and as requested.

*Dated:* \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*(Authorized Signature-Must be signed in ink)*

On this day personally appeared before me, \_\_\_\_\_, known to me to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his or her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the

State of \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_