



Student Name: _____

Academic Year: _____ Date: _____

- International Application for Enrollment** (filled out completely)
- Parent and Student Questionnaire**
- Additional Enrollment forms**
 - Immunization Record
 - Emergency Form
 - Internet and Technology Safety Policy and Release Form
 - Image Release for Minors Form
- Letters of Recommendation***
 - English teacher reference
 - Personal reference
 - Pastoral reference
- Copy of Student's Passport**
 - Must be able to see full passport with no information cut off
- Permission for Temporary Guardianship Form/Host Family/Guardian Acceptance**
 - Must be signed by parents, student, and guardian
- Affidavit of Financial Support Form**
 - Guaranteeing the necessary funds for schooling and living expenses
 - Must have *original signature or mark of banking institution official*
- Transcript**
 - A copy of the student's transcript (**translated into English**) through the most recent grade completed. If student is presently in school, provide a copy of current courses.
- TOEFL Score**
 - Acceptable TOEFL score (or other English proficiency documentation) administered by an official United States agency or institution in the US or the student's home country
- Processing Fee**
 - A \$275 non-refundable processing fee is required prior to the admissions process commencing. ***The fee is not a guarantee of admission.*** Make check or money order payable to "ALCS" and submit with application packet.
- Interview**
 - An interview with administration must be scheduled to determine enrollment eligibility at ALCS (final step of enrollment process before acceptance to the school).

-
- **ALCS cannot consider a student for admission until ALL paperwork and processing fees are submitted to the ALCS Admissions Department.**
 - **Once submitted, the application will be reviewed.**
 - **If granted admission, the family is required to complete appropriate tuition agreements and make payment arrangements.**

PLEASE NOTE: Once all registration materials are submitted AND a student has been accepted for admission, the I-20 (needed for the F-1 Student Visa) will be given/sent to the student's family.