



International Admissions Checklist

Student Name: _____

Academic Year: _____ Date: _____

- International Application for Enrollment** (filled out completely) along with
 - Parent and Student Questionnaire
 - Immunization Record
 - *Emergency Form*
 - *Internet and Technology Safety Policy and Release Form*
 - *Image Release for Minors Form*
- Letters of Recommendation*** (include an English teacher reference, a personal reference, and a pastoral reference)
- Copy of Student's Passport**
- 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 (F-1) Student Visa will be given to the family or host family for the student's entrance into the country.