

INTERNATIONAL STUDENT ENROLLMENT CHECKLIST

This checklist is for the student's use, hopefully to help simplify and organize your application process. It would be to your advantage to keep a detailed record of the steps you take in applying for admissions. Explanations of every requirement are not given here. Please refer to the admission application packet including the information letter and budget information sheet for the specific details of these requirements.

TASK	DATE COMPLETED/SENT
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|---|-------|
| 1) Application for Admission, including the international Student Addendum (paper applications must include a \$35 non-refundable application fee) | _____ |
| 2) Official translated transcripts or certified copies from: | |
| a) High School | _____ |
| b) All previously attended colleges: | |
| i) College Name _____ | _____ |
| ii) College Name _____ | _____ |
| iii) College Name _____ | _____ |
| c) Transcript(s) evaluation
Students who wish to receive college transfer credit from foreign institutions must have transcripts sent to a transcript evaluation agency within the United States (i.e. www.wes.org or www.edupass.org). | _____ |
| d) Transfer Release form (Certification of Status for students transferring from a U.S. school. This form was in your application Packet or can be obtained off the Grand View web page or on-line at www.admissions.grandview.edu.edu) | _____ |
| 3) Official SAT or ACT scores from all freshman (any student with less than 24 College credits.) For reporting purposes our ACT code is 1316; our SAT code is 6521. | _____ |
| 4) Official TOEFL scores
Minimum of 550 paper test or 77 Internet based. The requirement is waived if the student first language is English. | _____ |
| 5) Declaration of Financial Resources:
<i>Carefully review the international budget information sheet, so you are fully aware of your financial responsibility.</i> | |
| a) Official Certification of Finances
The form is available in the application packet or off the website. | _____ |
| b) Supporting Documents, (bank statements):
You must have current, certified bank statements (within 45 days of your application date) that substantiate the claims of financial responsibility made on the Certification of Finances by yourself, family and/or sponsor. | |
| i) _____ | _____ |
| ii) _____ | _____ |

Grand View University must receive all of the above documentation items before an international student is considered for admission. The deadline for receipt of documentation items for fall enrollment is **June 1 and for spring enrollment is **October 1**.**

If, for some reason, you are denied, you will receive a letter explaining why and the steps you would need to take if you are interested in applying a second time to Grand View University.

If you are admitted, you will receive an acceptance letter from Grand View University. You will also receive a housing contract and information about registering for classes. You will receive your I-20 and the I-901 processing fee form after you have paid a deposit of \$1500.00. You must have the I-20 to apply for your F-1 student visa. You must follow the procedure used by the U.S. Consulate in your home country in order to obtain the student visa.

1) Receive Acceptance letter from Grand View University _____

2) Pay Enrollment Deposit _____
All international students are required to make a deposit of \$1500.00 on the first semester student bill before the I-20 is issued. Payment on the remainder of the bill is required by August 1 for Fall semester or December 1 for Spring semester enrollment. Please see your acceptance letter for direction on prepaying. **Make your deposit as early as possible to ensure enough time for you to receive the I-20 and apply for your F-1 Visa. Your deposit for Fall semester enrollment must be paid by July 1 and by November 1 for Spring enrollment.**

3) Receive I-20 form from Grand View University _____
The I-20 is a very important document for you. Be sure to safeguard it, do not lose or misplace it! Must deposit money first and then fill out the Housing Preference Form.

4) Complete and Return housing contract. _____

5) Complete the I-901 form and pay the \$200 processing fee _____

6) Apply for F-1 student visa. _____
Contact your home country U.S. consulate.
Arrange travel plans to U.S.

7) Proof of health insurance active in the U.S. _____
Every international student in the U.S. is required to have health insurance coverage in the U.S.

8) I-20, I-94, passport, proof on health insurance _____
Upon arrival at Grand View University, please bring your I-20, I-94, passport and proof of health insurance to the admissions office for us to copy and have in your student file.

9) Math and English Placement exams (if necessary) _____

10) Register for classes _____

11) Attend International Student Orientation _____
We will let you know when and where the orientation will take place. Please plan on arriving to campus in time to attend.

First semester tuition must be paid by August 1st for fall enrollment & by December 1st for spring enrollment.

Welcome to Grand View University!