

INTERNATIONAL STUDENT ENROLLMENT CHECKLIST

This checklist is to help simplify and organize the application process. Explanations of every requirement are not given here. Please refer to other admissions documents such as the budget and any correspondence with the admissions office.

Remain in contact with your admissions counselor.

- _____ 1) **Application for Admission**, www.admissions.grandview.edu including the international Student Addendum

- _____ 2) **Official Transcripts**
 - a) Students with less than 60 college credits must submit high school transcripts. Students who have completed fewer than 24 semester hours of college course work before applying to Grand View must also provide official ACT or SAT scores.
 - b) Students with college credit from a foreign institution must have transcripts sent to a transcript evaluation agency within the United States (e.g. www.wes.org or www.ece.org).
 - c) Transcripts from institutions within the United States must be sent directly by the school to Grand View.

- _____ 3) **Official SAT or ACT scores** (any student with less than 24 college credits)
For reporting purposes our ACT code is 1316 and 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's first language is English.

- _____ 5) **Proof of Health Insurance**
Every international student is required to have health insurance coverage in the United States.

- _____ 6) **Declaration of Financial Resources**
Carefully review the international budget information sheet, so you are fully aware of your financial responsibility.
 - a) Official Certification of Finances
The form is available at www.admissions.grandview.edu and will also be given by your admissions counselor.
 - 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.

- _____ 7) **Provide copy of Passport and/or Photo ID**
The I-20 needs to match your passport/ID exactly.

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 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 \$1,700.00. 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.

_____ 8) **Pay Enrollment Deposit**

All international students are required to make a deposit of \$1,700.00 on the first semester student bill before the I-20 is issued. \$100 will be held as an enrollment deposit, \$200 will be held as a housing deposit and the remaining \$1,400.00 will be applied towards your tuition. Payment on the remainder of the first semester 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.

_____ 9) **Transfer Release Form**

Students transferring from a school within the United States must have a current academic advisor complete this form before the I-20 can be transferred. The form is available at www.admissions.grandview.edu.

_____ 10) **Receive I-20 from Grand View University**

The I-20 is a very important document for you. Be sure to safeguard it, do not lose or misplace this as you will need to carry this when traveling.

_____ 11) **Complete the I-901 form and pay the \$200 processing fee:** <https://www.fmjfee.com/i901fee/>

_____ 12) **Apply for F-1 student visa**

Contact your home country U.S. Consulate

_____ 13) **Complete and return housing paperwork**

Housing contract must be returned before placement is made. Please refer to contract agreement regarding school breaks.

_____ 14) **Make travel plans to the U.S.**

_____ 15) **Register for classes**

Class schedules are created by our Advising Office after review of your transcripts.

Upon Arrival

_____ 16) **Meet with Grand View's International Advisor** – bring 1-20, 1-94, passport, proof of health

update insurance to complete your admissions file. This is very important as we will need to update your status in SEVIS.

_____ 17) **Attend International Student Orientation**

Information will be given from your admissions counselor as to where and when this will take place.

_____ 18) **Math and English Placement exams** (if necessary)

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