

INTERNATIONAL UNDERGRADUATE STUDENT ENROLLMENT CHECKLIST

This checklist will simplify and organize the application process.

Please refer to other admissions documents such as the budget and any correspondence with the Admissions Office for details.

Remain in contact with your admissions counselor.

- 1. **Application for Admission**, www.admissions.grandview.edu
 - a. Choose 'No' to the question, "Are you a U.S. citizen?"
 - b. Choose 'Student Visa, Non-Citizen' Citizenship Status
- 2. **Official Transcripts**
 - a. Applicants who have not earned an associate's or bachelor's degree must submit official high school (secondary school) transcripts. Transcripts must be translated in to English using an agency such as WES or InCred (for student athletes only).
 - b. If college coursework from a foreign institution has been completed, official college transcripts must be sent directly from the institution. All documents must be translated and certified in English. Students who have completed college-level credit from an institution outside of the United States must have the credit evaluated by an institution such as WES. Student athletes may utilize the NAIA service InCred. A basic evaluation is required for review of admission to Grand View; however, if transfer credit for prior coursework is requested, the course-by-course evaluation will be required.
- 3. **Official SAT or ACT Scores.** Official SAT or ACT scores may not be required for all international students to be considered for admission to Grand View University. However, scores may be necessary to be considered for certain academic scholarships or in determining athletic eligibility. Please consult with athletic coach or international admissions counselor with regard to these requirements. For SAT reporting purposes, our code is 6251 and the website is www.sat.org. For ACT reporting purposes our code is 1316 and the website is www.act.org.
- 4. **Official TOEFL Scores.** Official TOEFL, IELTS or iTEP scores are required if your native language is not English. Required minimum score ranges for overall and subtests for TOEFL paper exams are 500 – 550 and Internet-based exams are 60-79. For IELTS, we accept minimum scores between 5.0 and 5.5 and for iTEP the minimum score range is 3.4 to a 3.9. For TOEFL reporting purposes, our code is 6251.
- 5. **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 https://www.grandview.edu/filesimages/PDF/Admissions/intl_cert_finances.pdf.
 - b. Supporting Documents (bank statements). You must have current, certified bank statements (dated 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.
- 6. **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 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. 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 to obtain the student visa.

- 7. **Pay enrollment deposit.** All international students are required to pay a deposit of \$1,700 before the I-20 is issued. \$100 will be held as a non-refundable enrollment deposit, \$200 will be held as a housing deposit, and the remaining \$1,400 will be applied toward your first semester tuition bill. Please see your acceptance letter for directions on paying. Pay your deposit as early as possible to ensure enough time 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.
- 8. **Complete 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 > Admissions & Financial Aid > International Student Admissions.
- 9. **Receive I-20 from Grand View University.** The I-20 is a very important document. Be sure to safeguard it; do not lose or misplace this as you will need to carry the original i-20 when traveling.
- 10. **Proof of Health Insurance.** All international students are required to obtain health insurance coverage in the United States. Grand View can assist with obtaining an appropriate policy. Policy must be in effect before classes begin.
- 11. **Complete the I-901 form and pay the \$350 processing fee.** You can do this online at <https://www.fmjfee.com/i901fee/>.
- 12. **Apply for F-1 Student Visa.** Contact your home country U.S. Consulate.
- 13. **Complete and submit online housing contract.** A housing contract must be submitted before placement is made. Please refer to contract agreement regarding university breaks.
- 14. **Schedule 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 I-20, I-94, passport, and proof of health insurance to complete your file. This is very important because we will need to update your status in SEVIS.
- 17. **Attend International Student Orientation.** Your admissions counselor will tell you where and when this will take place.
- 18. **Take math and English placement exams.** (if required)
- 19. **Based on English placement exams,** an English proficiency assessment may also be required to determine if additional English language support is needed.

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