



International Student Enrollment Steps

STEP 1 Application

✓	No.	Documents	Note
	1	Application for Admission	Must-Have
	2	Student Passport / ID Copy	Must-Have
	3	Recent 3 Years of Transcripts	Must-Have
	4	Teacher's Recommendation Letter	Strongly recommended but not mandatory
	5	Personal Statement	Strongly recommended but not mandatory
	6	Recent Language Test Scores	Strongly recommended but not mandatory

✓	No.	Procedures	Note
	7	Zoom Interview	Must-Have for Grade 9 to Grade 12 Students

STEP 2 F-1 Student Visa

✓	No.	Issued by School	Note
	1	Admission Decision	Offer Letter or Rejection Letter
	2	First Invoice	For Application (non-refundable) & Tuition Deposit (refundable)

✓	No.	Actions by Parents/Students	Note
	3	First Payment	For Application (non-refundable) & Tuition Deposit (refundable)
	4	Enrollment Contract	Sign and Send to School

✓	No.	Issued by School	Note
	5	I-20 Records	Issued for F-1 Visa Interview/Application

✓	No.	Actions by Parents/Students	Note
	6	I-901 SEVIS Fee	https://www.ice.gov/sevis/i901
	7	F-1 Visa Interview/Application	PLEASE LET SCHOOL KNOW ASAP ONCE APPROVED

STEP 3 Enrollment

✓	No.	Issued by School	Note
	1	Second Invoice	For Tuition & Other Fees (deducting the paid tuition deposit)
	2	Parent/Student Handbook	All Students Need to Review and Follow

✓	No.	Action by Parents/Students	Note
	3	Second Payment	For Tuition & Other Fees (deducting the paid tuition deposit)
	4	Emergency Contact	Sign and Send to School
	5	Custodianship Authorization for Minor Students	Sign and Send to School
	6	Policies-Permission Agreement	Sign and Send to School
	7	Immunization Requirements	Follow the Provided Instructions
	8	Dorm Application	Dorm Students Only

✓	No.	After Arrival	Note
	9	On-Campus Orientation/Registration	Academics, Accounts & Campus Life