



- Complete On-Line Application (application fee - \$150 per student)
- Copy of up-to-date (State Required) immunization record
- Submit a translated transcripts/credentials evaluation.
Copy of translated student transcript through:
SDR Educational Consultants www.sdr.netfirms.com 713-460-3525 or
Spantran Educational Services www.spantran-edu.org 713-266-8805
- English Language Proficiency
Submit an English language proficiency score. Acceptable test is: TOEFL
A student may be admitted to our academic program with a minimum score of

| | |
|-------------------|----------------------------------|
| TOEFL | 450 (paper-based test) |
| School code #5877 | 60 (internet –based test) |

FINANCIAL DOCUMENTATION

- Student must submit notarized letter of financial banking in one of the three forms (must provide the US dollars or include attached currency rate of exchange.)
The most recent three (3) months of bank statements on official bank letterhead from sponsors; or
A statement on bank letterhead and signed by bank official that certifies the sponsor's name, date the account was open, average balance, and affirmation that deposits have been made over the last year; or
A letter from employer on company letterhead signed by a supervisor, stating annual income that certifies the sponsor's name, date of hire, permanent or temporary status, job description, and salary.

PASSPORT AND VISA INFORMATION

- Prior to the first day of school submit a copy of all of the following documents:
- The first page of passport with student's correct name, date of birth and expiration date of passport. Passport must show at least six months validity.
- Copy of VISA from Passport
- If approved, process I-20
- Full Year Tuition Due NO LATER THAN **July 8, 2016**

APPLICATIONS WILL NOT BE REVIEWED UNTIL ALL INFORMATION IS SUBMITTED AND ALL FEES PAID.

2015-16 APPLICATION CHECKLIST

I-20 TRANSFER STUDENTS

Deadline January 31, 2016

- Complete On-Line Application (application fee - \$150 per student)
- Copy of up-to-date (State Required) immunization record
- Copy of most recent report card
- Achievement Tests
- Transcripts
- Two Recommendation Forms
- \$150 Application Fee
- Interview/Evaluation

PASSPORT AND VISA INFORMATION

Prior to the first day of school submit a copy of all of the following documents:

- The first page of passport with student's correct name, date of birth and expiration date of passport. Passport must show at least six months validity.
- Copy of VISA from Passport

If approved, transfer I-20 from previous school.

Semester Tuition Due NO LATER THAN **December 15, 2015.**

APPLICATIONS WILL NOT BE REVIEWED UNTIL ALL INFORMATION IS SUBMITTED AND ALL FEES PAID.