

SAINT PAUL LUTHERAN HIGH SCHOOL

APPLICATION CHECKLIST FOR “NEW” INTERNATIONAL STUDENTS

Application: Complete the K12 Online Web Based Enrollment (WBE) for “New International Students” found at www.splhs.org. Click on Admissions and find Web Based Enrollment on the left hand side of the screen.

- ✓ **Application Fee / Enrollment Fee:** A \$350.00 application fee / enrollment fee is due with your application for admission. You can pay the application / enrollment fee by credit card through WBE.
- ✓ **Form I-20:** Once the applicant is accepted, an acceptance letter and the form I-20 will be issued to the applicant. It is the student’s, parent’s, or legal guardian’s responsibility to have a valid student visa when they arrive at the school.
- ✓ **Student Enrollment Agreement:** within the WBE (electronic signature)
 - Information regarding holidays and home stays
- ✓ **A copy of valid passport.**
- ✓ **Admission Financial Requirement:** You must furnish a current legal bank statement indicating the family has sufficient funds to support your child while attending school in the United States (as required by SEVIS.)
- ✓ **English Proficiency:** English Proficiency tests such as TOEFL (IBT), TOEFL Jr. or iTEP SLATE must have been taken in the last 6 months. It is the parents or legal guardian’s responsibility to contact one of the above assessment companies to set up testing. You can register for a TOEFL (IBT) examination or a TOEFL Jr. examination at www.toefl.org or contact iTEP/SLATE, an internet-based English assessment company. Parent or legal guardian will need to set up testing at a certified iTEP Test Center worldwide. Their website address is www.itepexam.com and their telephone number 1-818-887-3888. The financial cost of the iTEP test and TOEFL tests are the responsibility of the parent or legal guardian. Students are also required to provide a Language Teacher recommendation. (Downloadable recommendation forms are found within WBE)
- ✓ **SKYPE interview** with Saint Paul’s Admissions department.
- ✓ **Photographs:** Two (2) photos of the student are required - one picture of the student and one picture of the student with the family. Please identify each member of the group.

The following downloadable forms can be found in WBE and are required to complete the application process.

- ✓ **Language Teacher’s Recommendation Letter**
- ✓ **Math Teacher’s Recommendation Letter**
- ✓ **Recommendation Letter** (Saint Paul requires 2 recommendations: one from an educator and another from a counselor, coach, or principal)

- ✓ **Transcript Clarification Form:** This completed form must accompany all high school transcripts for each semester of course work completed outside the United States.
- ✓ **Transfer Clearance Form:** All international students transferring from another U.S. Institution to Saint Paul Lutheran High School must complete this form. A new form I-20 from Saint Paul Lutheran High School cannot be issued without this form.
- ✓ **Transcript/Records Request Form**

Transcripts: Student's grades, transcripts and course descriptions of all work completed in high school must be submitted in English. A student's last year in middle school is considered 9th grade in the United States and is considered a high school year.

IMPORTANT: Current grades and transcripts are very important for admission to Saint Paul, but very often there are missing transcripts that must be sent once a student has been accepted. Saint Paul will request these transcripts and they must be provided to the school as soon as possible. If a student fails to provide their remaining high school transcripts by November 1st, these high school credits will not count toward graduation requirements while attending Saint Paul Lutheran High School.

Once a student has been accepted, the following forms are required. Students not submitting all required forms WILL NOT attend class until all missing forms are filed.

- ✓ **Medical Forms:** 1.) Medical Questionnaire, 2.) Emergency Authorization Form, 3.) Tuberculosis Screening Form, 4.) Self-Administer Medication Form, 5.) Medical History, 6.) **Student's Immunization Record** must be a copy of the original document. The Missouri Health Department will need the date each immunization was administered. 7.) Completed information regarding health insurance. 8.) **Missouri State High School Activities Association MSHSAA** requires a sports physical. The parent, student and physician must complete this 4-page document in order for the student to participate in any Missouri high school sport/activity. Please see links below for the MSHSAA form and materials to be read regarding concussions. All signatures and dates must be provided.

MSHSAA Sports Form

MSHSAA Concussion Packet

IMPORTANT!!! All medical forms are downloadable within the WBE. Each form must be completed, updated, and re-submitted every school year.

- ✓ **Parent/Guardian Permission Form**
- ✓ **Optional Forms**
- ✓ **Payment of Tuition/Room and Board (Payment information found within WBE)**

Sending information for downloadable documents:

Fax: 660-463-7621 **Email:** rpennington@spife.org

Mail: Saint Paul Lutheran High School, 205 S. Main Street, PO Box 719, Concordia, MO 64020

Attn: Rosalie Pennington, Admissions Department