



Application Checklist for International Students

The following are needed by SPLHS for consideration of an application for enrollment:

- The student must submit a completed "Application for Admission" form.
- Student's schoolwork, grades and course descriptions (of all work completed in high school) must be submitted in English. **The complete transcript clarification form must accompany these records. A transcript clarification must be supplied for each semesters course work completed outside the Unites States.**

- Complete the Transcript/Records Request Form.
- A completed "Language Teacher's Recommendation" form needs to be submitted.
- Two (2) photographs of the student are required. Preferably one picture will be of the student alone and one of the student with his or her family. Please identify each member of the group.
- The student must submit the "Student Autobiographical Statement" form in English.
- Parents should submit the "Parent Statement" form in English.
- A nonrefundable international application fee is due with your application for admission. **This fee is \$100.00 from September through June and \$150.00 from July 1 to the beginning of school.**
- A nonrefundable deposit of \$500 must be received by SPLHS for an I-20 (student visa) to be issued.
- Electronic funds transfer procedure. If interested, call or e-mail Mr. Lemmons at 660-463-2238 Ext. 227 or blemmons@splhs.org.
- Statement of financial responsibility from banking official is required indicating the family has sufficient funds to support their child while attending school in the United States. The bank must apply their signature and seal to this document.

Direct all completed forms and correspondence to:

**Admissions
Saint Paul Lutheran High School
P.O. Box 719
Concordia, MO 64020 USA
Phone: 660-463-2238, ext. 232
Fax: 660-463-7621
E-mail: blemmons@splhs.org
Web: www.SPLHS.org**

**Note: All payments to Saint Paul -
- for fees, deposits, tuition, etc. -- are
required to be in US funds.**

To begin classes, the following are needed by SPLHS once a student's application has been accepted:

- All medical shots must be current. Contact SPLHS for a complete list.
- Medical insurance is required of all international students. Our business office will complete the necessary paperwork if your child does not provide proof of insurance. There is an additional charge of \$650.00 that must be paid at time of enrollment.
- All other required forms included in your Saint Paul **acceptance packet**. Students not submitting all required forms including, but not limited to, shot records, permission forms, computer use agreement and handbook support statement signed by parents, will be assessed a late fee of \$500.00. **Students will not attend class until the missing forms are filed and the late fee has been paid.**
- Payment of tuition and applicable fees -- as described on the "International Tuition and Fees" sheet.
- If you are applying at SPLHS and are using an agent or company - please submit all contact information of your agent on their company letterhead.



Application for Admission - International

1. Applicant's Identifying and Contact Info -- Please Print Clearly

TODAY'S DATE

LAST NAME (FAMILY) FIRST (GIVEN) MIDDLE

HOME TELEPHONE () (COUNTRY/CITY CODES) NUMBER EMAIL ADDRESS

CURRENT MAILING ADDRESS: STREET AND NUMBER

CITY, STATE/PROVINCE POSTAL CODE COUNTRY

2. Nationality and Age

COUNTRY OF LEGAL RESIDENCE NATIONALITY

DATE OF BIRTH: _____ SEX: MALE FEMALE
DAY MONTH YEAR

PLACE OF BIRTH (CITY, COUNTRY) AGE UPON EXPECTED ARRIVAL IN THE USA (FOR STUDIES AT SAINT PAUL)

CURRENT GRADE LEVEL GRADE YOU EXPECT TO ENTER AT SAINT PAUL (9, 10, 11, 12)

2. Parent/Guardian Information

A. FATHER OR LEGAL GUARDIAN: _____
LAST NAME (FAMILY) FIRST (GIVEN) MIDDLE

CURRENT ADDRESS: STREET AND NUMBER

CITY, STATE/PROVINCE POSTAL CODE COUNTRY

() ()
BUSINESS PHONE FAX NUMBER PREFERRED HOURS TO CALL

SPEAKS ENGLISH? YES NO ()
E-MAIL ADDRESS CELL PHONE NUMBER

B. MOTHER OR LEGAL GUARDIAN: _____
LAST NAME (FAMILY) FIRST (GIVEN) MIDDLE

CURRENT ADDRESS: STREET AND NUMBER

CITY, STATE/PROVINCE POSTAL CODE COUNTRY

() ()
BUSINESS PHONE FAX NUMBER PREFERRED HOURS TO CALL

SPEAKS ENGLISH? YES NO ()
E-MAIL ADDRESS CELL PHONE NUMBER

3. Other Family Members at Home

_____	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE: _____
NAME		
_____		_____
RELATIONSHIP (BROTHER, SISTER, ETC.)	OCCUPATION	
_____	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE: _____
NAME		
_____		_____
RELATIONSHIP (BROTHER, SISTER, ETC.)	OCCUPATION	
_____	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE: _____
NAME		
_____		_____
RELATIONSHIP (BROTHER, SISTER, ETC.)	OCCUPATION	

4. Emergency Contact Person in Case Parents Cannot be Reached

An English-speaking person to contact in case of medical or other emergency, if we cannot reach your parents.

EMERGENCY CONTACT PERSON: _____

_____	_____
LAST NAME (FAMILY)	FIRST (GIVEN)

CITY, STATE/PROVINCE	COUNTRY
(_____)	(_____)
HOME PHONE	CELL PHONE NUMBER
(_____)	(_____)
BUSINESS PHONE	FAX NUMBER

RELATIONSHIP (FAMILY FRIEND, ETC.)	OCCUPATION

5. Life Experiences and Goals

HAVE YOU EVER LIVED OR TRAVELED OUTSIDE YOUR HOME COUNTRY? YES NO IF YES, WHERE _____

HAVE YOU EVER LIVED AWAY FROM YOUR PARENTS? YES NO IF YES, PLEASE EXPLAIN _____

WHAT ARE YOUR HOUSEHOLD RESPONSIBILITIES AT HOME? _____

HOW MUCH TIME DO YOU SPEND STUDYING SCHOOL WORK WHILE AT HOME? _____

ARE YOU A MEMBER OF ANY CLUBS? YES NO IF YES, PLEASE LIST THE CLUBS _____

DO YOU SING OR PLAY A MUSICAL INSTRUMENT? YES NO IF YES, PLEASE EXPLAIN _____

DO YOU SMOKE? YES NO IF YES, ARE YOU PREPARED TO NOT SMOKE? YES NO (IT IS AGAINST SCHOOL RULES TO SMOKE AT ANY TIME.)

HAVE YOU PREVIOUSLY BEEN PART OF A STUDENT EXCHANGE PROGRAM? YES NO IF YES, PLEASE EXPLAIN _____

WHY WOULD YOU LIKE TO BE A STUDENT AT SAINT PAUL AND WHAT WOULD YOU HOPE TO ACCOMPLISH WHILE IN THE UNITED STATES? _____

MOST OF OUR INTERNATIONAL STUDENTS LIVE IN RESIDENTIAL HALLS? ARE YOU WILLING TO LIVE IN RESIDENTIAL HALLS? YES NO

WHAT IS YOUR RELIGIOUS AFFILIATION? _____.

Note: "Church attendance is required on Sunday and at all midweek services. Chapel is held three times a week on campus. It is our belief that Christians live their life out of love for their Lord. We show our faith and thankfulness to God through our regular worship life. Students who do not share our beliefs are welcome to attend Saint Paul but must follow the above expectations."
Saint Paul Handbook/Manual

HOW OFTEN DO YOU PARTICIPATE IN OR ATTEND RELIGIOUS SERVICES? WEEKLY MONTHLY HOLIDAYS NEVER

OUR STUDENTS ARE ACTIVE PARTICIPANTS IN RELIGIOUS ACTIVITIES. WOULD YOU BE WILLING TO ATTEND? YES NO

DO YOU INTEND TO CONTINUE YOUR EDUCATION AFTER COMPLETING HIGH SCHOOL? YES NO

IF YES, WHAT MAJOR AREAS OF STUDY DO YOU INTEND TO PURSUE? _____

WHAT ARE YOUR CAREER PLANS? _____

WHAT IS YOUR FAVORITE ACADEMIC SUBJECT? _____

DESCRIBE ANY COMMUNITY OR GROUP ACTIVITIES IN WHICH YOU HAVE BEEN INVOLVED _____

WHAT ARE YOUR HOBBIES? WHAT DO YOU ENJOY DOING WITH YOUR TIME? _____

WHO HAS INFLUENCED YOU MOST? OR WHOM DO YOU MOST ADMIRE? DESCRIBE: _____

WHAT ARE YOU GOOD AT? DESCRIBE: _____

WHAT DO YOU THINK YOU COULD DO BETTER AT? DESCRIBE: _____

6. I Agree to the Following

I understand the mission of Saint Paul and wish to enroll as a student. I declare that the information entered above and in support of this application is all true to the best of my knowledge.

Applicant signature:

_____ Date: _____

Parent/legal guardian signature(s):

_____ Date: _____

_____ Date: _____

<p>Our mission:</p> <p>The mission of Saint Paul Lutheran High School is to provide curricular and co-curricular experiences in a Christian environment that will equip students for joyful, faithful service to Christ and His world.</p>

Saint Paul Lutheran High School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its admission and education policies, financial aid programs, athletic programs, and other administered activities.

Send this application and all supporting materials to:

Admissions
Saint Paul Lutheran High School
PO Box 719
Concordia, MO 64020-0719 USA

Questions? Please give us a call:

Phone: 660-463-2238 (ext. 232)
Fax: 660-463-7621



Parent Statement - International

Please attach to this sheet a typed letter to Saint Paul Lutheran High School. Describe your child's personality, interests, and relationships. It will be helpful to your child's future at Saint Paul if you would include the following:

- ✓ Relationship with family members and friends. Describe your child's home life.
- ✓ Ability to handle difficult situations.
- ✓ Study and personal habits (for example, listen to music while studying, when does your child get up in the morning and go to sleep at night)?
- ✓ How would studies in another country and at Saint Paul benefit your child's current plans for university education and career?
- ✓ Religious affiliation

SIGNATURE OF PARENT OR GUARDIAN

DATE



Student Autobiographical Statement - International

In the space below type or write clearly (single spaced) a letter of at least 400 words that will introduce you to Saint Paul Lutheran High School. We are interested in knowing as much as possible about you. The following are some suggested topics to cover. Please feel free to include anything else that you would like to tell us.

- √ Describe your relationship with members of your family and with your friends.
- √ Describe your activities and responsibilities at home, school, and in your community.
- √ Explain why you wish to live in another country and go to another school.
- √ Describe the sports, music, drama and academic teams you currently are involved in and indicate those you would consider participating in during your high school years.
- √ Describe your relationship with God.

STUDENT SIGNATURE

DATE

Please comment on the student's 1) character, 2) motivation, 3) attendance record, 4) aptitude, 5) study habits.

School Information

NAME OF SCHOOL

SCHOOL ADDRESS - STREET

CITY, STATE/PROVINCE COUNTRY

Teacher Information

TEACHER'S NAME

TEACHER'S SIGNATURE

TODAY'S DATE



Transcript/Records Request Form

Attention: Registrar's - Counselor's Office.

1. School from which transcript requested:

SCHOOL NAME

ADDRESS: STREET AND NUMBER

CITY, STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

2. Student for which the transcript is needed:

LAST NAME (FAMILY)

FIRST (GIVEN)

MIDDLE

ADDRESS: STREET

CITY, STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

Name on transcript if different than above:

LAST NAME (FAMILY)

FIRST (GIVEN)

MIDDLE

SOCIAL SECURITY NUMBER (IF APPLICABLE)

DATE OF BIRTH

DATES OF ENROLLMENT:

FROM (MONTH/YEAR)

TO (MONTH/YEAR)

3. Please send one (1) official transcript, immunizations, current class schedule, discipline and attendance reports, copies of tests and any other reports to:

Admissions

Saint Paul Lutheran High School

P.O. Box 719

Concordia, MO 64020 USA

We hereby authorize the release of this student's records to Saint Paul Lutheran High School, to which the student has applied for admission:

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE



Saint Paul Lutheran High School
Bill Lemmons, Director of Recruitment
PO 719, 205 S. Main
Concordia, MO 64020 USA
Phone: 660-463-2238 Fax 660-463-7621
www.splhs.org blemmons@splhs.org

TO: International Students
FR: Bill Lemmons
RE: Compliance with Sec. 214.2 (f) United States Government and SEVIS
DT: March 28, 2008

All students applying for admission to Saint Paul Lutheran High School in Concordia, Missouri, USA must submit a statement of financial support. This statement of financial support must be sent to Bill Lemmons at Saint Paul Lutheran High and be in the students permanent records as required by the United States Government.

Sec. 214.2(f) Students in colleges, universities, seminaries, conservatories, academic high schools, elementary schools, other academic institutions, and in language training programs –

(B) The student has documentary evidence of financial support in the amount indicated on the SEVIS Form I-20

This statement lifted directly from the USCIS.GOV website requires that ANY student applying for admission to Saint Paul Lutheran High School must submit this information. Contact your local banks where you have funds deposited and submit one of the following:

- **A letter on the banks letterhead that states the funds you have on deposit at the bank, with the banks seal and signature on it.**
- **A copy of bank deposit that demonstrates sufficient funds are in your account to provide for your child's financial needs while in the United States**

Due to Governmental requirements there are no exceptions to this request. All students, whether independent or through a company or agent must submit the proof of financial support with the application packet.

If you have questions, please contact Bill Lemmons, Director of Recruitment.