

**SAINT PAUL LUTHERAN HIGH SCHOOL**  
**APPLICATION CHECKLIST FOR INTERNATIONAL STUDENTS**

**APPLICATION - COMPLETE THE K12 ONLINE WEB BASED ENROLLMENT.** Complete each task, save and submit at the very end.

- ✓ **Application Fee** - A \$350.00 application fee is due with your application for admission. You can pay the application fee by credit card through Web Based Enrollment.
- ✓ **A Copy of Valid Passport.**
- ✓ **Proof of Financial Responsibility** - A current legal bank statement indicating the family has sufficient funds to support your child while attending school in the United States must be submitted. This is a requirement of 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 responsibility of the parent or legal guardian 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](http://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](http://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.
- ✓ **SKYPE Interview** - This interview will be with Saint Paul admissions department.
- ✓ **Photographs** - Two (2) photos of the student are required. One picture of the student alone and the other picture of the student with their family. Please identify each member of the group.

**THE FOLLOWING DOWNLOADABLE FORMS CAN BE FOUND IN WEB BASED ENROLLMENT AND ARE REQUIRED TO COMPLETE THE APPLICATION PROCESS.**

- ✓ **Language Teacher Recommendation Letter**
- ✓ **Math Teacher Recommendation Letter**
- ✓ **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 United States institution to Saint Paul Lutheran High School must complete this form. A new I-20 from Saint Paul Lutheran High cannot be issued without this form.
- ✓ **Transcripts/Records Request Form** - All grades, transcripts and course descriptions of 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. If a student fails to provide the remaining

high school transcripts by November 1st of the year enrolling, these high school credits will not count toward graduation requirements while attending Saint Paul Lutheran High School.

**UPON COMPLETION OF THE APPLICATION AND ALL FORMS, THE STUDENT'S FILE WILL BE SENT TO THE ADMISSIONS COMMITTEE FOR ACCEPTANCE. ONCE ACCEPTED, THE I-20 AND ACCEPTANCE LETTER ALONG WITH AN ACCESS CODE WILL BE MAILED TO THE AGENT OR STUDENT TO COMPLETE THE REGISTRATION PORTION OF THE ENROLLMENT PROCESS.**

**THE FOLLOWING FORMS MUST BE FILLED OUT AND RETURNED TO SAINT PAUL.** These forms are all downloadable on Web Based Enrollment under the registration portion. Use the Access Code mailed with the acceptance letter to access this.

- ✓ **SPLHS INTERNATIONAL MEDICAL QUESTIONNAIRE 2017-2018** - Pg 1) Student Information Pg 2) Emergency Authorization Form Pg 3) Parent Authorization For Over-The-Counter Medications Pg 4) Immunization Records (Missouri Health Department will need the date each shot was received.) Pg 5) Tuberculosis Screening Pg 6) International Insurance Coverage.
- ✓ **MSHSAA PRE-PARTICIPATION PHYSICAL EVALUATION** - Pg 1) History Form Pg 2) Physical Examination Form Pgs 3 & 4) Eligibility and Authorization Statement
- ✓ **MSHSAA CONCUSSION** - Please read.
- ✓ **PARENTAL PERMISSION ... CAR TRAVEL, OVERNIGHT/WEEKEND VISITS, VEHICLE USAGE 2017-2018**

**Payment of Tuition/Room and Board** - Payment information is found within Web Based Enrollment.

**DOWNLOADABLE DOCUMENTS CAN BE SENT BY:**

**Fax - 660-463-7621**

**Email - [admissions@splhs.org](mailto:admissions@splhs.org)**

**Mail - Saint Paul Lutheran High School, 205 S. Main Street, P.O. Box 719, Concordia, Missouri 64020**