

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

**APPLICATION - COMPLETE THE TADS ONLINE 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 through TADS.
- ✓ **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 are not required for admissions. If you have taken a test, we will be happy to have the scores reported to us for our admissions information. Costs of these tests are a responsibility of the student. We do require a SKYPE interview that we will schedule with the individual students.
- ✓ **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 TADS 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 will enable you to continue your enrollment through TADS.**

**THE FOLLOWING FORMS MUST BE FILLED OUT AND RETURNED TO SAINT PAUL.** These forms are all downloadable in TADS Enrollment. Fill out and download them back into TADS Enrollment.

- ✓ **SPLHS INTERNATIONAL MEDICAL QUESTIONNAIRE 2018-2019** - 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. We also need a physical copy of this form.
- ✓ **MSHSAA PRE-PARTICIPATION PHYSICAL EVALUATION** - Pg 1) History Form Pg 2) Physical Examination Form Pgs 3 & 4) Eligibility and Authorization Statement We also need a physical copy of this form.
- ✓ **MSHSAA CONCUSSION** - Please read.
- ✓ **PARENTAL PERMISSION ... CAR TRAVEL, OVERNIGHT/WEEKEND VISITS, VEHICLE USAGE 2018-2019**

**Payment of Tuition/Room and Board** - Payment information is found in TADS.

**DOWNLOADABLE DOCUMENTS:**

**Download back into TADS (preferred)**

**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**