







310 South Peoria • Chicago, Illinois 60607 • 312-226-6294

## STEPS REQUIRED FOR AN INTERNATIONAL STUDENT TO ENROLL AT LEXINGTON COLLEGE

Below is a checklist of the steps that will assist you in understanding what is needed for acceptance at Lexington College. It also identifies the offices you will need to talk to about how funds are applied to your account, what payment plans are available, and how you will register for classes.

### ADMISSIONS OFFICE

- \_\_\_ Fill out an application for admission to Lexington College.
- \_\_\_ Have affidavit of support completed by your sponsor and **notarized**.
- \_\_\_ Obtain TWO letters of recommendation from your teachers, employers, etc.
- \_\_\_ Request official transcripts from your high school and/or last college attended. A certified, translated copy is required if transcript is not in the English language.
- \_\_\_ Present evidence of English proficiency by submitting official Test of English as a Foreign Language (TOEFL) test scores, written or computerized. (Can also include ELS, Berlitz, IELTS, and Aspect scores)
- \_\_\_ Include a \$75 (U.S. dollars) application fee. Pay to the order of Lexington College.
- \_\_\_ Send all above information to the Admissions Office at Lexington College.

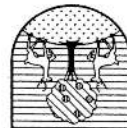
After you have received the letter confirming your acceptance to Lexington College, a non-refundable **\$150 deposit is REQUIRED**. This deposit acts as a confirmation of your enrollment and will be applied to your account with the Business Office and deducted from your tuition costs.

### BUSINESS OFFICE

- \_\_\_ Once accepted, the Business Office will send you a letter outlining the estimated charges you will incur as a student at Lexington College.
- \_\_\_ You will receive a letter advising you of the dates of registration, uniform fitting, health insurance coverage requirements, orientation, and the first day of classes.
- \_\_\_ Once your \$150 enrollment deposit is received, **an I-20 will be issued**. The I-20 authorizes you to enter the United States as an F-1 student; it is NOT a work visa.
- \_\_\_ You must present the I-20, a valid passport, and proof of health insurance coverage at the time of registration.

### REGISTRAR OFFICE

- \_\_\_ The Registrar's Office will send you a pre-registration form listing the required courses and possible electives you will take for the semester. **You will need to make course selections and mail the form back.**
- \_\_\_ During registration, you will meet with the Registrar to confirm the classes you have chosen and make any necessary changes to your schedule. You will then receive a copy of the semester course schedule.



## AFFIDAVIT OF SUPPORT

To be completed by *each* person contributing to the applicant's support. No immigration form (I-20) will be issued by Lexington College without receipt of this form.

**SPONSOR:**

Legal Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

(street)

(telephone number)

(city)

(county)

(code)

Citizen of: \_\_\_\_\_

Country of birth: \_\_\_\_\_

**I do hereby swear and agree:**

\_\_\_\_\_ (applicant's name) is \_\_\_\_\_ (relationship to Sponsor);

- That during her stay in the United States as a student, I will provide any necessary financial support to cover expenses, educational or other;
- That I will pay for her return transportation to her home country, should this be necessary;
- That my assets are:

(A) Annual income of \$ \_\_\_\_\_ (US)

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

(B) Savings and securities held at \_\_\_\_\_ (bank)

Address \_\_\_\_\_

Current value of \$ \_\_\_\_\_ (US)

(C) Other Property \_\_\_\_\_

Valued at \$ \_\_\_\_\_ (US);

- That there are no exchange restrictions to remit funds from (country) to the United States (applicable if Sponsor resides outside the U.S.).

**Note: Sponsor must reside in a country having no monetary restrictions with the United States.**

Signed \_\_\_\_\_

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary \_\_\_\_\_

**Please mail this form to:**

Lexington College, Office of Admissions  
 310 South Peoria Street, Chicago, IL 60607 U.S.A.  
 Phone: (312) 226-6294 Fax: (312) 226-6405

\*We cannot accept faxed signatures.