



SPFLS International Student Program – Application Procedure

Providing life-long foundations for life-long learners

It is recommended that application be made early for the best opportunity for enrollment. Applications are reviewed as they are received and decisions on acceptance are made as early as possible.

Step 1: APPLY TO ST. PAUL'S FIRST LUTHERAN SCHOOL ISP in NORTH HOLLYWOOD

The following must be completed and included for application consideration:

- **Application for Admission Forms:** Must include \$200 non-refundable application fee.
 - Student Application to be completed by the parents.
 - Recommendation to be completed by the School Principal or Headmaster.
 - Student Survey to be completed by the student and the parents.
 - Immunization, Medical Questionnaire, Emergency form to be completed by the parents.
- **School transcripts:**

The parents will send official school transcripts with the application form from schools attended during the last three years. These transcripts must be translated into English.
- **English test scores**
- **Affidavit of Support (form I-134):** Please include a copy of bank statement showing parents' ability to pay for at least one year of school in the U.S.
- **Copy of Passport**
- **Copy of Immunization record**

Step 2: APPLICATION REVIEW by ST. PAUL'S FIRST LUTHERAN SCHOOL

- After all documents have been received and reviewed, St. Paul's First Lutheran School will arrange for a Skype/internet video interview with the applicant and the student's parents. The St. Paul's admissions team will then review the application and if accepted, will send an email with the acceptance letter. Upon receiving the email, the student/family will send the US\$1,000 enrollment fee to reserve a place in the program.

Step 3: RECEIVE ACCEPTANCE LETTER AND I-20 FORM

- Upon receiving the \$1,000 enrollment fee, St. Paul's First Lutheran School will send the following: The Acceptance Letter (original hard copy); the I-20 form from St. Paul's First Lutheran School; receipts for any payments made; Instructions for your next steps.

Step 4: PAY THE SEVIS I-901 FEE

- Prior to applying for a visa, the SEVIS I-901 fee must be paid. This payment can be made with a credit card on the internet at <http://www.fmjfee.com>. Print your receipt. Proof of payment is required by the US Consulate.

11330 McCormick Street + North Hollywood, CA 91601
Tel 818-763-2892 + www.stpaulsfirst.org
Email: international@stpaulsfirst.org



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Step 5: APPLY FOR A STUDENT F-1 VISA

The documents needed at the U.S. consulate of your native country for an F-1 Visa are:

- The acceptance letter
- The I-20 form from St. Paul's First Lutheran School
- Proof of payment of SEVIS I-901 fee
- A signed passport (valid for at least 6 months after date of entry into the United States)
- Transcripts from previous institutions
- Proof of the family financial support to cover tuition and living expenses for at least one year of study.

Step 6: NOTIFY ST. PAUL'S FIRST LUTHERAN SCHOOL IN NORTH HOLLYWOOD

- When visa is granted, please inform St. Paul's First Lutheran School immediately. You can e-mail this information to: international@stpaulsfirst.org.
- Inform St. Paul's First Lutheran School immediately when flight and arrival arrangements have been made. Students should arrive seven days before the first day of school.

Step 7: PROVIDE PROOF OF MEDICAL INSURANCE

- Email proof of medical insurance which covers the student for 10 months beginning by the date of arrival. Email a copy of the insurance card before the arrival date.

Step 8: ARRANGE PAYMENT FOR REMAINING FEES

- The payment deadline for remaining fees is August 1. Payment is to be made in U.S. currency in the form of a bank draft or wire transfer. In the case of late application, fees must be paid before the student arrives.
- In the event the student's F-1 Visa is denied, any tuition already paid will be refunded. The application fee and enrollment fee are non-refundable.
- Students who enroll at St. Paul's First Lutheran School are committed to attending school here for a minimum of one semester. Students who withdraw or transfer before the end of the first semester may request a refund for the second semester. If a student is asked by the Administration to withdraw for violation of Student Handbook policies, all fees for the current semester are non-refundable.

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