

## New International Student Admissions Checklist

1. \_\_\_\_ International Application for Admission
2. \_\_\_\_ Statement of Finance
3. \_\_\_\_ Tuberculosis Screening
4. \_\_\_\_ Proof of English Proficiency (School code for requesting TOEFL is 6305)
  - a. Minimum TOEFL score: 520 (Paper Test), 190 (Computer Test), 68 (Web Test) or
  - b. Official transcript documenting at least 24 credit hours of English-As-A-Second-Language (ESL) coursework with a 2.5 gpa or higher, or
  - c. Official transcript documenting 24 credit hours of college level coursework with a 2.5 gpa or higher.
  - d. Applicants residing in a country where English is the primary language do not have to submit proof of proficiency.
5. \_\_\_\_ Authenticated, translated transcripts for all academic records.

To transfer credits from any college or university outside of the United States, transcripts must be evaluated by one of the following agencies and sent directly to Allen:

Educational Credential Evaluators – [www.ece.org](http://www.ece.org)

Education Evaluators International – [www.educei.com](http://www.educei.com)

World Education Services – [www.wes.org](http://www.wes.org)

6. \_\_\_\_ SAT scores, if applicable
7. \_\_\_\_ Payment of the \$50.00 Application Fee
8. \_\_\_\_ Housing Application and Deposit (If applying to the Iola campus)
9. \_\_\_\_ Travel Arrangements from airport (at least 10 days prior to arrival)
10. \_\_\_\_ Submit Payment for remaining tuition and fees by no later than one week prior to the start of courses.

All required paperwork, documentation, and application fees must be submitted by July 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer session.

All documents can be emailed to [international@allenc.edu](mailto:international@allenc.edu), but the student will need to turn in the original documents upon arrival to campus. Otherwise, documents can be mailed to:

International Student Admissions  
1801 N Cottonwood St  
Iola, KS 66749