

International Transfer Student Admissions Checklist

1. ____ International Application for Admission
2. ____ International Student Transfer Form
3. ____ Statement of Finance
4. ____ Tuberculosis Screening
5. ____ 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.

6. ____ 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

Education Evaluators International – www.educei.com

World Education Services – www.wes.org

7. ____ Payment of the \$50.00 Application Fee
8. ____ Housing Application and Deposit (if applying to lola 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 June 1 for the summer session.

All documents can be emailed to 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
Allen Community College
1801 N Cottonwood St
lola, KS 66749