



**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 a Duolingo score of 95, 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](http://www.ece.org) Education  
Evaluators International – [www.educei.com](http://www.educei.com) World Education  
Services – [www.wes.org](http://www.wes.org)

7. \_\_\_\_ Housing Application and Deposit (if applying to lola campus)
8. \_\_\_\_ Travel Arrangements from airport (at least 10 days prior to arrival)
9. \_\_\_\_ Submit Payment for remaining tuition and fees by no later than: October 20<sup>th</sup> for Fall Semester, March 20<sup>th</sup> for Spring Semester, or June 20<sup>th</sup> for Summer Semester
  - After the payment deadline, students with outstanding balances will be withdrawn and will receive a W grade on their transcript. Students cannot enroll for subsequent terms until their balance is paid.
  - If you are withdrawn from courses due to non-payment, and your enrollment drops below 12 credit hours, you will be required to leave the country immediately as you will be out of status.

All required paperwork and documentation must be submitted by two weeks prior to the start of classes for a term.

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:



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