



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 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.

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 Education
Evaluators International – www.educei.com World Education
Services – www.wes.org

6. ____ SAT scores, if applicable
7. ____ Housing Application and Deposit (If applying to the Iola 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 20th for Fall Semester, March 20th for Spring Semester, or June 20th 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 - After the payment deadline, students with outstanding balances will be withdrawn and will receive a W grade on their transcript.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 - If you are withdrawn from courses due to non-payment, and your enrollment drops below 12 credit hours, you will be required to leave the country immediately as you will be out of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, 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, 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