

## INTERNATIONAL ADMISSIONS PROCESS & CHECKLIST 2024 – 2025 School Year

### International Admissions Checklist

1. Online Application
2. Application Fee \$200
3. [English Language Test Requirement](#)
4. [Family Information Verification Form](#)
5. [Affidavit of Support](#)
6. Copy of Passport
7. Transcripts from previous two years
8. Educational Background Form 9. Immunization Record
10. Host Family Agreement (if needed)
11. Guardian Agreement (if needed)
12. International OLu Commitment Fee (Registration Fee) \$1750 (non-refundable and non-transferable)
13. Copy of Visa (if currently studying in the US)
14. Copy of I-20 (if currently studying in the US) 1
5. SEVIS Transfer Request Form (this form is only to be completed by international students currently

**Step 1:** Create a username and password through Orange Lutheran admissions portal to complete the online application and submit a \$200 application fee.

**Step 2:**

1. Log in to the admissions portal to complete the Admissions Checklist. A *list of the required documents that must be submitted through the portal is listed on the left of this page.*

- **Family Information Verification Form** MUST be completed and signed by a parent.

**Step 3:** After an online application and all documents have been received, the admissions team will reach out to you to schedule an interview and placement test (if needed).

**Step 4:** Students will be notified of admission decision via phone or email within two weeks.

**Step 5:** Accepted students will then have 10 days from being accepted to complete and pay the OLu commitment form and fee online.

**Step 6:** Once the OLu commitment fee (registration fee) has been paid, the international admissions officer will email the student their I-20.

- For transfer students, Orange Lutheran's I-20 will be issued after the student's SEVIS record is released from their current school.

*Please send your questions or concerns to:*  
[james.crawford@lhsoc.org](mailto:james.crawford@lhsoc.org)



## ENGLISH LANGUAGE TEST REQUIREMENTS

In order for international students to do well academically in a fully immersed English language studies environment, they should be able to read, write, understand, and speak in English at a moderate academic level. Students applying to attend Orange Lutheran for grades 9-10 are required to submit ONE of the following test scores in order to be eligible for admissions: Students who don't meet the minimum score will be required to attend our ELD program for a minimum of one academic year.

### **TOEFL iBT**

Minimum score = 73

### **TOEFL Junior**

Minimum score = 800

### **iTEP SLATE**

Minimum score = 4.3

### **IELTS**

Minimum score = 6.0

### **Duolingo**

Minimum score = 95

**HOW TO GET YOUR FORM I-20  
CERTIFICATE OF ELIGIBILITY FOR  
F-1 STUDENT STATUS**

**IMPORTANT:** The information on the following pages carefully explains how to get your Form I-20. Please read it and follow the directions completely to avoid delays in getting your I-20.

**NOW THAT YOU ARE PLANNING TO BE A STUDENT THERE ARE TWO THINGS YOU CANNOT DO!**

**1. DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-½ VISA**

If you use a B visa to enter the U.S. you are saying “I’m here as a visitor” only. Since you contacted our school about study, this could be viewed as misrepresenting your purpose for entering the U.S. and you might be refused permission to extend or to change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status to F-1 Student. It is not true! U.S. federal regulations prohibit B Visitors from pursuing a course of study prior to obtaining a change of status to F-1 Student.

**If your study plans are not certain and you want to enter the U.S. to visit schools**, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective student” noted on it or have the words added to your B visa if you already have one.

**2. DO NOT ENTER THE U.S. on the Visa Waiver Program (WT or WB)**

If you are from a country from which you can enter the U.S. as a visitor by registering for ESTA, do not do this. You will be permitted to stay for only 90 days. You will not be given more time or allowed to change to F-1 Student status.

**WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?**

**A Form I-20 is a government form that certifies that you are eligible for F-1 Student Status.** That means that (1) you are or expect to be a “bona fide” (real) student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

**You need a Form I-20 to obtain an F-1 Student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.**

### DOES EVERYBODY NEED A FORM I-20

**NO, some international students do not need I-20's.**

J-1 students need a Form DS-2019 and should ask us for that application. B Visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not avocational or recreational in nature. If you are maintaining another nonimmigrant status in the U.S., you do not have to have an I-20 and may attend school full-or part-time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21st birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

### RULES FOR GETTING YOUR FORM I-20

- 1. You must prove to us that you can support the costs of living and studying in the U.S. for every year of your program of study.** This is required by the U.S. government in order to issue the form I-20.
- 2. Carefully review our school's "Financial Information Sheet"** (Attached on Page 3-4)
- 3. Complete the "Affidavit of Support" and attach the required evidence.** Lutheran High School of Orange County is required by the United States Immigration and Customs Enforcement (ICE) to assure that all I-20 students are able to pay for tuition, fees, and living expenses while studying in their academic program as an international student. Signing this form indicates that you understand this policy and that you will be able to meet your financial obligation to the institution of Lutheran High School (LHSOC).
- 4. Once admitted and required fees have been paid,** the international admissions officer will issue the student their I-20. For transfer students, Orange Lutheran's I-20 will be issued after the student's SEVIS record is released from their current school.



**2024-2025 FINANCIAL INFORMATION SHEET**

**INTERNATIONAL TUITION AND FEES** *(Subject to change annually)*

Tuition \$36,715
Mandatory Health Insurance \$900*
Non-Refundable Registration \$1,750, \$30 Late fee will be assessed on all past due amounts.
Credit cards will be accepted on all Tuition and Fee payments with a 2.85% convenience fee.
<i>*Fee may be waived with valid proof of insurance</i>

**PERMANENT RESIDENT TUITION AND FEES** *(Subject to change annually)*

Tuition \$29,550
Mandatory Health Insurance \$900*
Non-Refundable Registration \$1,750, \$30 Late fee will be assessed on all past due amounts.
Credit cards will be accepted on all Tuition and Fee payments with a 2.85% convenience fee.
<i>*Fee may be waived with valid proof of insurance</i>

**Incidental expenses and fees depend on your student’s involvement. A sample fee schedule may include the following:**

iPad Starting at \$448, depending on model
Books Approximately \$100-\$300
Sports/Performing Arts \$500- \$1500 per activity
Learning Pathways \$100 -\$500
Class supply fees Ranging from \$60-\$200



**AFFIDAVIT OF SUPPORT**

Lutheran High School of Orange County is required by the United States Immigration and Customs Enforcement (ICE) to assure that all I-20 students are able to pay for tuition, fees, and living expenses while studying in their academic program as an international student. Signing this form indicates that you understand this policy and that you will be able to meet your financial obligation to the institution of Lutheran High School (LHSOC).

Student's Full Name: \_\_\_\_\_ Student's DOB: \_\_\_\_\_

**SPONSOR'S STATEMENT:**

*This is to certify that I, \_\_\_\_\_, will be fully  
(Sponsor's Name)  
responsible for all tuition, fees, and expenses of \_\_\_\_\_ during his/her  
(Student's Name)  
studies at LHSOC.*

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship of Sponsor to the Student (check one): ( ) Parent ( ) Guardian  
(Other) \_\_\_\_\_

Address of Sponsor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**IMPORTANT:**

A statement from a bank or official government office must be attached to this document verifying that the above-mentioned student has sufficient funds.

**\*Attach Bank Certificate with at least \$50,000 USD to verify ability to support\***



### EDUCATIONAL BACKGROUND

Please fill out the entire form. You must still upload your transcripts in addition to this form.

Student first & last name: \_\_\_\_\_

Grade applying for: \_\_\_\_\_

**Key** A- List the grade or year of education, beginning with your 9th year of education. B- List the month and year in which each school year began and ended.  
 C- Write the level of education, i.e., primary school, higher secondary school, technical college, or university, etc.  
 D- Write the complete name of each school attended.  
 E- Write the city where each school is located. (List country only if different than your country of citizenship.)

*\*Note the example we have provided on the first line.*

A	B	C D	E
Grade Level (9th, 10th, 11th, & 12th)	Month/Year Attended	School Level Name of School	City/Country
<i>9th</i>	<i>01/19-05/19</i>	<i>High School Hohot No. 2 High School</i>	<i>China</i>

Are you currently enrolled in a school?  Yes  No

If yes, what is the name of the school? \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

If you are now enrolled in the above secondary school, please list the dates of term, course title, and credits/weekly contact hours of all courses of which you are enrolled below.

*\*Note the example we have provided on the first line.*

<b>Dates of Term</b>	<b>Course Name Credits/Weekly Contact Hours</b>
<i>01/19- 05/19</i>	<i>Calculus 1 credit</i>





**WAIVER OF HEALTH COVERAGE**

Orange Lutheran High School  
International Student Health Benefits Plan  
Plan Year: August 2024- July 2025

**Waive of Health Coverage**

I decline health coverage under the Orange Lutheran High School International Student Health Benefits Plan for my student and certify that I am enrolled in another qualifying health plan.

Documentation of other coverage may include:

- Current Insurance ID Card
- Statement from insurer confirming current coverage

I have been notified that I am eligible to enroll in the Orange Lutheran High School International Student Health Benefits Plan. I now decline to enroll in this plan and certify that I am currently enrolled in another qualified health plan.

I acknowledge that should a qualifying event occur I may apply for coverage under the Orange Lutheran High School International Student Health Benefits Plan.

\_\_\_\_\_  
**Student Name (please print)**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

For Risk Management Department Use Only:

Proof of Coverage Provided:

Yes

No

Type of Proof: \_\_\_\_\_



## HOST FAMILY AGREEMENT

### STUDENT INFORMATION:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_,  
(parent/guardian name) (student name)

a student at Lutheran High School of Orange County, do hereby declare that my student has been given my permission to live with the adults stated at the bottom of this document. In addition, I declare the following statements:

1) I understand that the student must live in the same house with an adult over 25 years old at all times. 3) I understand that the student must call the host family for permission to leave school if sick. 4) I understand that it is my responsibility to communicate with the Host Family concerning any and all expectations and restrictions regarding my student while living in their home.

5) I understand that LHSOC accepts no responsibility for any such decisions made or not made between the Host Family and student.

6) I understand that LHSOC does not represent or endorse any homestay placement company or Host Family. 7) I understand that I, Parent or Guardian, must notify LHSOC of any and all changes in living arrangements before they occur.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HOST FAMILY INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



**GUARDIAN AGREEMENT**

<p><b><u>STUDENT INFORMATION:</u></b></p> <p>First Name: _____ Last Name: _____ Birthdate: _____</p>
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**INSTRUCTIONS:**

1. The parent of an international student shall select an adult guardian, who is at least 25 years of age, who lives within a reasonable distance of Orange Lutheran (OLu) and who will agree to the responsibilities as described in this Agreement.
2. The parent is to fill in his/her portion of the Guardian Agreement and give to the Guardian for completion.
3. The Agreement must be fully completed and returned to OLu before the student may attend school.

As the biological parent of the student, I hereby authorize \_\_\_\_\_ (Guardian) to take care of and assume responsibility for my child as I would do if personally present. In the event the guardian is unable to fulfill his or her duties, I will immediately secure the services of another individual to serve as guardian. I assume responsibility to Orange Lutheran High School for any financial obligations, including medical care, reasonably and necessarily incurred on behalf of the above student while he/she is a student at OLu.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GUARDIAN RESPONSIBILITIES:**

As the Guardian of \_\_\_\_\_ (student's full name), I agree to the following while the student attends OLu:

1. I assume responsibility for the student during the school year and regularly scheduled vacations from school.
2. I assume responsibility to keep in direct contact with OLu regarding conflicts, problems, or other issues that may need to be addressed.
3. I will provide OLu with a copy of my official driver's license.
4. I assume responsibility for ensuring that the student resides in my home at all times or in a host family approved by myself and/or the student's parents. (HOST FAMILY AGREEMENT FORM)
5. I agree, should the student choose to move into a new residence, to notify OLu within 48 hours of the occurrence and fill out a new Host Family Agreement Form.

**GUARDIAN INFORMATION:**

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_