



2019-20 International Student Application Procedure and Timetable

Evergreen Lutheran High School (ELHS) requests your application by May 1. It is recommended that application be made early to guarantee a place in the enrollment.

Step 1 - Application

Submit all documents and fees online at <http://mytads.com/a/evergreenlutheran>:

- A. Application Form
 - Pages 1 – 4 to be completed by the student and family
 - “Student’s Life” to be completed by the student
 - “Counselor Recommendation” to be completed by the school principal or counselor
 - “Teacher Recommendation” to be completed by the student’s teacher, advisor or class master
- A. Financial statement to supply proof of financial support
- B. School Transcripts
 - The student will send official school transcripts with the application form from any schools attended during the last three years. These transcripts must be translated to English.
- D. Submit a current medical immunization/vaccination record.
- E. Remit the \$100 US application fee.
- F. Request the release of your school records.

Step 2 - Enrollment

Within two weeks, ELHS will notify the student of acceptance or denial of the application. When the student is notified of acceptance to ELHS, the student must remit a non-refundable \$700 partial payment of the \$1500 registration fee and the 20% deposit of tuition (\$3500) payment before proceeding to Step 3. *Refunds of the tuition deposit will only be issued if evidence of the visa denial is provided.*

Step 3 - I-20 Issued

After ELHS receives the non-refundable \$700 partial payment registration fee and 20% deposit of tuition, the following will be sent within two weeks to the mailing address listed in the online application:

- The Acceptance Letter
- The I-20 form from Evergreen Lutheran High School
- The Next Steps for Enrollment form

Step 4 - F-1 visa

To obtain the F-1 visa, the documents needed at the embassy are:

- The passport valid for at least six months after the proposed date of entry into the U.S.
- The acceptance letter
- A 2” x 2” photograph
- Completed application FORM DS-156, together with Form DS-158 (see <http://www.state.gov/m/a/dir/forms/visa/index.htm> or <http://evisaforms.state.gov/>)
- The I-20 form from Evergreen Lutheran High School

- The receipts for any payments made
- Proof of payment of US\$350 SEVIS I-901 fee
- Proof of the family financial support
- Proof of connections to home country after schooling is finished

Please note: When the visa is granted or denied, please inform Evergreen Lutheran High School immediately. Also, inform Evergreen of flight and arrival arrangements once they are made.

Step 5- Tuition Agreement

The tuition agreement notification will be sent via email and must be completed on TADS with final payment arrangements scheduled prior to the student arriving.

All new international students are required to arrive at Evergreen by August 18 for orientation.

Students who enroll in Evergreen Lutheran High School are required to attend school for the entire academic year. Students who withdraw, transfer, or are asked to withdraw before this time will not be granted any refund of tuition or fees and are obligated for expenses for the entire year.