



## ***Application Procedure and Timetable***

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It is recommended that application be made early for the best opportunity for enrollment. Applications are reviewed as they are received and decisions on acceptance are made as early as possible.

### **Step 1:**

**The following must be completed and included for application consideration:**

- Application Form (Must include non-refundable US\$100 fee)  
Pages 1-5 to be completed by the student and family  
Page 6 to be completed by the School Principal or Advisor  
Page 7 to be completed by the student's English Teacher
- 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 into English.
- TOEFL scores (ALA's TOEFL number is 8777), or other English test scores
- Affidavit of Support (Form I-134), along with a copy of bank statement showing parents' ability to pay for at least one complete year of school in the United States.
- Copy of passport
- Copy of Immunization Record

### **Step 2:**

After all documents have been received and reviewed, Arizona Lutheran Academy will arrange for a Skype/internet video interview with the applicant. The Arizona Lutheran Academy admissions team will then review the application and if accepted, will send an email with the acceptance letter. Upon receiving the email, the student/family will send the US\$2,000 enrollment fee to reserve a place in the program.

### **Step 3:**

Upon receiving the \$2,000 enrollment fee, Arizona Lutheran Academy will send the following:

- The Acceptance Letter (original hard copy)
- The I-20 form from Arizona Lutheran Academy
- The receipts for any payments made
- Instructions for your next steps

### **Step 4:**

Visa application. The documents needed at the Embassy are:

- The passport
- The acceptance letter
- The I-20 form from Arizona Lutheran Academy
- The receipts for any payments made
- Proof of payment of US\$200 SEVIS I-901 fee
- Proof of family financial support
- Proof of connections to home country after schooling is finished.

\*\*\*When visa is granted, please inform Arizona Lutheran Academy immediately. Also, inform ALA of flight and arrival arrangements once they are made. All new international students are required to arrive at Arizona Lutheran Academy one week before the start of school.