



## STEP 1 – Applying to Lewis University

1. **International Application:** Apply online at [www.lewisu.edu/international/apply](http://www.lewisu.edu/international/apply). In order to start the admission process, you must apply online first, and then send the following required documents to:

**Claudia Maloney**  
**Assistant Director for International Student Services**  
[maloneycl@lewisu.edu](mailto:maloneycl@lewisu.edu)

2. **Credential Evaluation:** Submit academic records from your secondary school and /or from any college/university you have attended outside the USA to one of the three evaluation companies we work with: Educational Perspectives, or WES, or ECE for an official credential evaluation. Go to [www.edperspective.org](http://www.edperspective.org) or [www.wes.org](http://www.wes.org) or [www.ece.org](http://www.ece.org) for more information and to download the application form of the company you choose to work with. Please request a detailed (course by course) evaluation report in order to maximize your opportunity to receive prior learning credit. Allow 4 – 6 weeks for your evaluation to be completed. Previously completed official evaluations may also be considered. Please contact the evaluation company about Lewis University’s access to the official evaluation report in paper and/or online, or email us the final evaluation. **YOU MUST BRING THE OFFICIAL EVALUATION** on your first day at Lewis University (Orientation or before classes start). We accept evaluations coming directly from the evaluation company (WES, ECE or Educational Perspectives only).
3. **Official Transcripts:** If your past secondary school and/or college/university was located in the U.S.A., please arrange for official transcripts to be mailed directly from the school to our office. A credential evaluation is not required if the school is located in the USA or if the previous school has International Baccalaureate curriculum. The immigration transfer forms (F-1 Transfer Clearance form) are required at the time of admission if the student is already located in the USA.
4. **F-1 Transfer Form (if currently studying in the USA):** F-1 Students coming from a secondary school and/or college/university that is located in the USA must also have their current International Advisor submit the [Lewis University F-1 Transfer Clearance form](#) at the time they receive the admission letter (at the end of the application process).
5. **Official Standardized Test Scores (if required):**
  - a. Submit official SAT ([www.collegeboard.com/sat](http://www.collegeboard.com/sat)) or ACT ([www.actstudent.org](http://www.actstudent.org)) score only if you:
    - i. Plan to participate in intercollegiate athletics (NCAA Division I & II) or
    - ii. Plan to select one of these undergraduate majors: Air Traffic Control, Biology, Biochemistry, Chemistry, Dental Hygiene, Environmental Science, Diagnostic Medical Sonography, Nuclear Medicine Technology, Nursing, Pre-Professional Programs, Pre-Pharmacy DAP, Radiation Therapy, Vascular Ultrasound Technology

**6. English Proficiency Requirement for both Undergraduate and Graduate level**

**(only one of the scores below is required):**

**TOEFL** 550 paper based 213 computer based 79 internet based

**IELTS** 6.0

**STEPEIKEN** Pre-1

**ELS Language Center** Level 112

(Conditional admission available to enrolled students at ELS Language Centers – [www.els.edu](http://www.els.edu))

**EF International** Level C1-3

(Conditional admission available to enrolled students at EF International programs – [www.ef.com](http://www.ef.com))

Lewis University reserves the right to test the English writing skills of all incoming undergraduate/graduate students and to place students in courses which will help them improve in specific areas.

- 7. Affidavit of Support:** All international students must provide an [Affidavit of Support \(Declaration and Certification of Finances Form\)](#) from all financial sponsors. The amount being sponsored should be able to cover expenses for your first academic year at Lewis University (24 credit hours for undergraduate programs; 18 credit hours for graduate programs; along with extra fees, room and board).
- 8. Official Bank Statements:** Submit [official bank statement forms](#) for proof of financial resources from all sponsors showing the ability to cover expenses for your first academic year at Lewis University. The bank statement cannot be more than 6 months old and must show the minimal amount of dollars required for the first academic year based on level of study (24 credit hours for undergraduate programs; 18 credit hours for graduate programs; along with extra fees, room and board). Financial status can be easily verified by [Funds V](#). Student must register with their full name, birthday, and email address used in the online application. If your bank is not on the list, please mail our office the official and original bank statement (no older than 6 months) from the person who will be responsible for tuition and expenses (student or sponsor), with an explanation of whose bank account it is and the minimal balance.

**Copies of Travel Documents:** Include photocopies of passport page with full name/picture. If applicable, please send a copy of the visa pages and the I-20 forms from the institution(s) you previously attended.

**STEP 2 – Official Admission, I-20 forms, and Housing Application (Letter of Intent to Enroll to undergrad only)**

Once we receive all the required documents listed above, we will consider you for admission to Lewis University. If you are offered admission, we will email and mail you the I-20 form (or the transfer forms if you are coming from a school located in the U.S.A.), your admission letter, a [New Student Housing Application](#) (if you will live on campus, you must submit the application along with \$100 USD), a [Letter of Intent to Enroll](#) (only for undergraduate programs, you must submit the letter along with \$100 USD), and the Health Records Requirements via UPS, so no P.O. Box addresses can be used. You may follow these [online payment instructions](#).

**STEP 3 – Health Records/Immunizations and Tuberculosis Tests**

All Lewis University students need to [submit proof of all updated immunizations and tuberculosis \(TB\) screening/testing](#). Students are required to have Illinois state mandated immunizations for measles, mumps, rubella (MMR) and for diphtheria-tetanus-pertussis (DT/DTP/DTaP/Td/Tdap). The detailed requirements, along with options for meeting compliance, are explained in your **Health Related Admission Requirements** letter. All international students are required to be screened and tested for TB *prior to arrival on campus* and must complete the **TB Screening Questionnaire** and the **TB Risk Assessment** forms. These forms need to be completed by a

health care provider. This will need to be completed before beginning classes. The forms are emailed and mailed to students along with the Admission Letter package (step 2).

#### **STEP 4 – SEVIS Fee and Obtaining your Student Visa**

Before making an appointment to interview for a visa you must pay the SEVIS fee of \$200 USD. You can go to [www.FMJfee.com](http://www.FMJfee.com) to pay your fee. Once you receive your I-20 form and letter of admission, make an appointment with your local Embassy to apply for your student visa (F1 status). If you currently possess a valid F-1 Visa and plan to transfer from a U.S. School, you can disregard this step.

#### **STEP 5 – Confirmation of your Arrival**

Once you have received your student visa, proceed to make travel arrangements to the United States. Please confirm the date and time of your arrival with the International Students Services via email. The International Student Services can make arrangements to pick you up from Chicago O’Hare International or Midway Airport. If you do not need transportation, please kindly inform the International Students Services via email you will not need transportation assistance.

#### **STEP 6 – Arrival on Lewis Campus**

Once you arrive on campus, the Office of International Student Services will be able to assist you with any questions you may have and will assist you in making you feel comfortable in your new home. We will assist you with obtaining your room key and moving in. There will be an International Student orientation that will cover registration for your classes, insurance, transportation information, driver’s license, social security, immigration and legal work issues. Orientation is usually held the week before classes start for each semester and it is mandatory..

**IT IS MANDATORY THAT YOU CHECK-IN WITH THE STAFF OF INTERNATIONAL STUDENT SERVICES WITHIN THE 1<sup>st</sup> DAY OF YOUR ARRIVAL AT PHONE NUMBER 1-815-836-5635.**

**Note: If you do not plan on attending Lewis University after you have been accepted or you were not able to obtain your student visa, please inform International Students Services via email ([maloneycl@lewisu.edu](mailto:maloneycl@lewisu.edu)).**



**For help with any questions you may have, please contact:**

**Claudia Maloney**  
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International Admission and Recruitment  
Skype: claudiamaloneyatlewis  
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