



STEP 1 – Applying to Lewis University

1. **International Application:** Apply online at www.lewisu.edu/international/apply. In order to start the admission process, send the following required documents to:

Lewis University
Office of International Student Services
One University Parkway, Unit 280
Romeoville, Illinois 60446 – U.S.A.

2. **Credential Evaluation:** Submit your academic records from secondary school and / or from any college / university you have attended out of 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 or www.wes.org or 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 received 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.
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 U.S.A. The transfer forms are required at the time of admission.
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 U.S.A. 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) or ACT (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)

Lewis University reserves the rights 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).
- 8. Official Bank Statements:** Submit [official bank statement forms](#) for a 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).
- 9. 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 U.S. school), 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.

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 required immunizations (for measles, mumps, rubella (MMR) and for diphtheria-tetanus-pertussis (DTP/DT/TD). All international students are strongly encouraged to be screened or tested for TB. These immunizations and tests are available free of charge at the Center for Health and Counseling by appointment. 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 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 when you will be arriving 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 that you will not need transportation assistance.

STEP 6 – Arrival on Lewis Campus

Once you arrive on campus, the Office of International Students 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 key to your room 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.

IT IS MANDATORY THAT YOU CHECK-IN WITH THE STAFF OF INTERNATIONAL STUDENT SERVICES WITHIN THE 1st 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.

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



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