



STEP 1- Applying to Lewis University

1. **International Application:** You can request a printed application or you can 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 to Educational Perspectives for an official credential evaluation. Go to www.edperspective.org for more information and to download the application form. 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.
3. **Official Transcripts:** Arrange for official transcripts to be mailed directly from your secondary school and/or college/university along with the respective credential evaluation directly to Lewis University.
4. **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 II) or
 - ii. plan to select [Biology/Pre-Professional Programs](#), [Biochemistry/Chemistry/Chemical Physics](#), or [Nursing](#) as a major
 - b. Submit GRE (www.gre.org) or GMAT (www.gmat.org) score only if applying for the [Doctor of Education \(Ed.D.\) in Educational Leadership for Teaching and Learning](#) program

5. **English Proficiency Requirement for both [Undergraduate](#) and [Graduate](#) level:**

TOEFL	550 paper based	213 computer based	79-80 internet based
IELTS Academic Module	6.5		
STEP EIKEN	Pre-1		
ELS	Level 112		

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 those areas where deficiencies exist.

6. **[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. A form is provided with the international application.
7. **[Official Bank Statement](#):** Submit an official bank statement 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.
8. **Copies of Visa Documents:** Include photocopies of all visa documents including all I-20 forms from the institution(s) you previously attended.
9. **[F-1 Transfer Clearance Form](#).** F-1 Students transferring from a U.S. college/ university must also have their International Advisor submit the Lewis University F-1 Transfer Clearance form.

STEP 2 – Official admission and I-20 Form

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 send you the I-20 form, your letter of admission, housing application and pre-arrival packet in the mail through United Parcel Service (UPS.com).

STEP 3 - 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 4 - Confirmation of your Arrival

Once you have received your student visa, proceed to make travel arrangements to the United States. **Please confirm with the Coordinator for International Admission, either by email or a phone call and confirm the date and time of when you will be arriving in the U.S.** The Coordinator for International Admission 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 Coordinator that you will not need transportation from the airport.

STEP 5 - Letter of Intent to Enroll, Housing, Advising and Registration

Upon admission to Lewis, you will receive a *Letter of Intent to Enroll* and a *New Student Housing Application*. You will need to submit a completed and signed *Letter of Intent to Enroll* form along with a tuition deposit of \$100.00 USD. If you plan to live on campus, you will also need to submit a completed and signed *New Student Housing Application* along with a housing deposit of an additional \$100.00 USD. Both the tuition and housing deposits are fully refundable until May 1. You are encouraged to submit these documents early to reserve a space on campus. Once these documents are received by Lewis, you will receive a student orientation registration form, which will tell you the date of your orientation.

STEP 6 - 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.

STEP 7 - Arrival on Lewis Campus

Once you arrive on campus, the Office of International Student Services (ISS) 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 issues 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 DIRECTOR 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 the Coordinator of International Recruitment and Student Services.

If you have any questions, please contact:



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International Recruitment & Student Services Counselor
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Additional Resources:

- ✓ [International Application Checklist](#)
- ✓ [International Graduate Application Checklist](#)
- ✓ [List of undergraduate programs](#)
- ✓ [List of graduate programs](#)
- ✓ [International Student Services](#)