

International Undergraduate Student Enrollment Checklist

This checklist will simplify and organize the application process. Please refer to other admissions documents, such as the budget, and any correspondence with the Admissions Office for further details on items listed below.

Required Items

- Application for Admission**
 - Choose "No" to **Are you a U.S. citizen?**
 - Choose "Student Visa, Non-Citizen" for **Citizenship Status**
- Official Transcripts**

Applicants who have not earned an associate's or bachelor's degree must submit official high school (secondary school) transcripts. Transcripts must be translated into English using an agency such as WES. If college coursework from a foreign institution has been completed, official college transcripts must be sent directly from the institution. All documents must be translated and certified in English. Students who have completed college-level credit from an institution outside of the United States must have the credit evaluated by WES.
- Language Test Scores**

All international applicants are required to submit an English Proficiency Exam unless you reside in a country where English is the ONLY official language. Exam results must be less than two years old. International students transferring from a U.S. College: The English proficiency requirement can be waived if you earned English credit at an appropriate level with a grade of B or better from an accredited US two-year or four-year college or university. Required minimum scores:

 - TOEFL iBT exams – 69
 - IELTS – minimum 6.0 overall score with all sub scores of 5.5 or above
 - Duolingo English Test (DET) – 95 overall score
 - PTE – 48 overall score
- Undergraduate International Immigration Supplement Form**

Complete the form, and be sure to include all required documents.

 - Official Certification of Finances.
 - Supporting Documents (bank statements). You must have current, certified bank statements (dated within 45 days of your application date) that substantiate the claims of financial responsibility made on the Certification of Finances by yourself, family and/or sponsor.
- Passport or Photo ID**

The I-20 needs to match your passport/ID exactly.

Next Steps

The Citadel must receive all the above documentation before an international student is considered for admission.

If you are admitted, you will receive an acceptance letter from The Citadel. You will receive your I-20 and the I-901 processing fee form. You must have the I-20 to apply for your F-1 Student Visa. You must follow the procedure used by the U.S. Consulate in your home country to obtain the student visa.

- Pay Enrollment Deposit**

Please see your acceptance letter for directions on paying. Pay your deposit as early as possible to ensure enough time to receive the I-20 and apply for your F-1 Visa. Your deposit for fall semester enrollment must be paid by July 1 and by November 1 for spring enrollment.
- Complete Transfer Release Form**

Students transferring from a school within the United States must have a current academic advisor complete this form before the I-20 can be transferred.
- Receive I-20**

The I-20 is a very important document. Be sure to safeguard it; do not lose or misplace this as you will need to carry the original I-20 when traveling.
- Obtain Proof of Health Insurance**

All international students are required to obtain health insurance coverage in the United States. Policy must be in effect before classes begin.
- Complete the I-901 form**

The form requires a \$350 processing fee. You can do this online at <https://www.fmjfee.com/i901fee/>
- Apply for F-1 Student Visa**

Contact your home country U.S. Consulate.
- Schedule travel plans to the U.S.**

Upon Arrival

- Meet with The Citadel's International Advisor**

Bring I-20, I-94, passport, and proof of health insurance to complete your file. This is very important because we will need to update your status in SEVIS.
- Attend International Student Orientation**