

## Admissions Application Checklist

**Student Name:** \_\_\_\_\_

- \_\_\_\_ Completed Application form
- \_\_\_\_ Teacher Recommendation
- \_\_\_\_ Counselor Recommendation
- \_\_\_\_ School Transcripts in English
- \_\_\_\_ Test Scores (SLEP, Toefl, jr., SSAT, TOEFL)
- \_\_\_\_ Application Fee
- \_\_\_\_ SKYPE interview on this date, \_\_\_\_\_

### **After Acceptance:**

- \_\_\_\_\_ Sent Acceptance letter on this date, \_\_\_\_\_
- \_\_\_\_\_ Received Signed Enrollment Agreement on this date, \_\_\_\_\_
- \_\_\_\_\_ Received \$\_\_\_\_\_ deposit on this date, \_\_\_\_\_
- \_\_\_\_\_ Medical Admission Forms (Immunization records, Permission to Treat and Liability Release) Received on this date, \_\_\_\_\_
- \_\_\_\_\_ Verification of Insurance received on this date, \_\_\_\_\_
- \_\_\_\_\_ Sent I-20 Form on this date, \_\_\_\_\_
- \_\_\_\_\_ Received Balance of Tuition and Other Fees on this date, \_\_\_\_\_