

# INTERNATIONAL GUIDE

*for Undergraduate & Graduate Admission*

To be completed by applicant; please type or print in ink.



*Office of Admission  
190 Prospect Avenue  
Elmhurst, Illinois 60126-3296*

*630.617.3400 telephone*

*800.697.1871 toll free*

*630.617.5501 fax*

*admit@elmhurst.edu e-mail*

# HOW TO APPLY

This guide provides a list of additional information that the College requires (or may require) from applicants who are not citizens or permanent residents of the United States. It also provides such students with information regarding financial assistance to help cover the cost of their college education.

## Documents Required of All International Applicants Declaration and Certification of Finances for International Students

This form is required of all students seeking an F-1 Student Visa. You must complete this form and return it to Elmhurst's Office of Admission before a Form I-20 is released to you. Return the form with your application, so an I-20 can be sent to you with your letter of admission. (If you are denied admission, an I-20 will not be processed for you.)

## Secondary School Transcripts/Credentials

Your secondary school must send either original documents or certified copies of your transcript directly to Elmhurst College. These documents must be in their original language, accompanied by an English translation. The **Secondary School Credentials List** gives students a list of credentials required as part of an application to Elmhurst. If your country of origin is not listed, or if you have special needs, contact the Associate Dean for Undergraduate Admission.

## Documents Required of Some International Applicants Transfer Verification Form

This form is required only if you are carrying a current I-20 and are enrolled in another educational institution, including language centers, in the United States. The form effectively transfers the I-20 from your previous institution to Elmhurst College. Complete and return this form to Elmhurst at least four weeks before the start of classes.

## English Language Proficiency

TOEFL (Test of English as a Foreign Language) is the preferred assessment of English language proficiency at Elmhurst College. However, Elmhurst does recognize that some students require options for English language testing. With that in mind, students whose first language is not English can submit any of the following tests as proof of English proficiency:

## TOEFL

Post Office Box 6154  
Princeton, New Jersey 08541  
Phone: 609-771-7100  
800-GOTOEFL  
Fax: 609-731-7500  
E-mail: toefl@ets.org  
www.toefl.org

## Michigan English Language Assessment Battery

www.lsa.umich.edu/eli/register.htm#unitedstates

## English Language Proficiency Test (ELPT-SAT II)

College Board  
Post Office Box 6201  
Princeton, New Jersey 08541  
Phone: 800-728-7267  
609-771-7600  
www.collegeboard.org

## Credentials Evaluation

Students applying to **graduate programs** must have their credentials evaluated by an independent evaluation agency in the United States. The complicated nature of college and university degree equivalencies compels this requirement. In addition to the official evaluation, graduate students must have an original copy of their college or university transcripts sent to Elmhurst College. **Students applying to undergraduate programs do not need to have their credentials evaluated by an outside agency.**

## Financial Assistance from Elmhurst College

Elmhurst College provides limited scholarships to highly qualified international applicants based on academic performance. The College does not provide international applicants with need-based financial aid.

## Other Sources of Financial Assistance

Here is a limited list of resources where a student might find financial assistance to cover the cost of study in the United States. Elmhurst College does not endorse or guarantee the quality or reliability of these resources, but they may prove useful to some students. You should not assume that the information reported in these resources is up to date. Write the funding organization to ensure that you receive valid information.

## Print Resources

**Annual Register of Grant Support: A Directory of Funding Sources.** Published annually in September; \$130 plus shipping. National Register Publishing, Macmillan Directory Division, 3004 Glenview Road, Wilmette, Illinois 60091 USA. (708) 256-6067; fax (708) 441-2152

**Chronicle Financial Aid Guide.** Published annually in September; \$19.97 plus shipping. Chronicle Guidance Publications, Aurora Street, PO Box 1190, Moravia, New York 13118 USA. (315) 497-0330

**Scholarships and Grants for Study or Research in the U.S.A.: A Scholarship Handbook for Foreign Nationals.** Published in 1999; \$23.95 plus shipping. American Collegiate Service, PO Box 442008, Houston, Texas 77244 USA. (713) 493-9863

## Web Resources

NASFAA  
<http://www.finaid.org/finaid/focus/itl-stud.html>

NSF  
<http://www.nsf.gov/80/nsf/homepage/grants.htm>

NAFSA  
<http://www.nafsa.org/nafsa/students/funding.html>

YAHOO  
[http://www.yahoo.com/Education/Financial\\_Aid/](http://www.yahoo.com/Education/Financial_Aid/)

MacArthur Foundation  
<http://www.macfdn.org>

Student Service  
<http://studentservices.com/>

OSEAS  
<http://www.bibl.u-szegred.hu/oseas/europe.html>

Rotary  
<http://www.rotary.org>

## Sources of Loans to International Students

Canadian Higher Education Loan Program (Canadian citizens only)  
<http://members.aol.com/IEFC/CanHELP.html>

International Student Loan Program  
<http://members.aol.com/IEFC/ISLPhtml>

American Express International

# DECLARATION & CERTIFICATION

*of Finances for International Students*



This form must be fully completed before Elmhurst College can issue a visa eligibility document (a Form I-20 or IAP-66). The amount of money you can certify as being available to finance your studies at Elmhurst College must equal tuition plus living costs for the nine month academic year. All sources of support must be shown in United States dollars. Certification of funding must be submitted in English. All letters of support must be for Elmhurst College and not any other college or university. If the College finds your Declaration and Certification of Finances acceptable, we will issue the appropriate visa eligibility document, which you should take to the United States Embassy/Consulate, along with copies of your financial certification. The consul will then issue the appropriate visa for you to enter the United States.

\_\_\_\_\_ family name given name date of birth

\_\_\_\_\_ home address

\_\_\_\_\_ city province or state postal code country

What is your marital status?

- Single       Widowed       Married       Divorced

Number of Children \_\_\_\_\_

**List below the person(s) financially dependent upon you:**

\_\_\_\_\_ name age relationship

\_\_\_\_\_ name age relationship

\_\_\_\_\_ name age relationship



# SOURCES OF FUNDS

Will this/these person(s)

- come to the U.S. with you       join you later       stay at home

How will you support your dependents if they will be joining you in the United States? \_\_\_\_\_

In case of an emergency, are there sources of additional funds available to you once you arrive in the United States?  yes  no

If yes, give the sources and amounts of money in U.S. dollars: \_\_\_\_\_

What is the present exchange rate of your country's currency to U.S. dollars? \_\_\_\_\_

Is this the same rate that will be used in the transfer of funds to the United States for study purposes?  yes  no

If not, what rate will be used? \_\_\_\_\_

Does your government currently impose restrictions on the exchange and release of funds for study in the United States?  yes  no

If yes, describe the nature of those restrictions:

\_\_\_\_\_

Certification must accompany this form. Please show support amounts in United States Dollars.

Source	Certification Required	Assured Dollar Amounts		Projected Dollar Amounts	
		First Year	Second Year	Third Year	Fourth Year
Personal or Family Savings	Letter of guarantee from parent & official letter of credit from bank	\$	\$	\$	\$
Name(s) of Parent/Sponsor	Letter of guarantee from parent/sponsor & official letter of credit from bank	\$	\$	\$	\$
Loans: Name of Institution	Official letter of certification from lending institution	\$	\$	\$	\$
Relatives/friends (please print names of each)	Affidavit of support and letter of credit from bank	\$	\$	\$	\$
Salary or Study-leave Allowance	Official letter from employer	\$	\$	\$	\$
Your Government	Official letter confirming the amount & type of financial aid	\$	\$	\$	\$
Other	Official letter confirming amount & type of financial aid	\$	\$	\$	\$
<b>Totals</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

All certification from banks, sponsors, etc. must show the dollar amount required for one year of study. Each column total should equal at least \$23,000 to cover the costs of one academic year. Please estimate at least a 4% increase in total cost for each of the second, third and fourth years.

I certify that the information provided above is correct and complete.

\_\_\_\_\_  
student's signature date

\_\_\_\_\_  
sponsor's signature (parent, guardian, sponsoring agency, government, or self) date

**Please return this form and the appropriate documentation with your application to: Associate Dean for Undergraduate Admission, Elmhurst College, 190 Prospect Avenue, Elmhurst Illinois 60126-3296, USA**

# TRANSFER VERIFICATION FORM



## To be completed by student

last name (family or surname)	first name (given name)	middle name
telephone	e-mail	
country of birth	country of citizenship	
current I-94 number	current academic level (undergraduate/graduate)	
date of birth (day/month/year)	U.S. Social Security number (if you have one)	

By signing below, I authorize the International Student Advisor to provide the information requested.

student signature	date
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## To be completed by the international student advisor

- F-1
- J-1
- Other \_\_\_\_\_

Student is enrolled full-time, in good standing, eligible for a notification transfer.  yes  no

The student is not currently enrolled and the last completed term was \_\_\_\_\_.

Is the student eligible for a notification transfer?  yes  no

The student is out of status and a reinstatement application was filed on \_\_\_\_\_.

The student is out of status.  yes  no

**Please indicate any periods of authorized practical training or off-campus employment**

Type of training or employment \_\_\_\_\_ dates (from-to) \_\_\_\_\_

Type of training or employment \_\_\_\_\_ dates (from-to) \_\_\_\_\_

\_\_\_\_\_ name and address of institution

\_\_\_\_\_ name and title of designated school official

\_\_\_\_\_ signature \_\_\_\_\_ telephone number \_\_\_\_\_ date

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# SECONDARY SCHOOL CREDENTIALS

In addition to the required credentials listed below, any annual grading reports/transcripts must be sent to Elmhurst College. If a country is not listed or you do not know which credentials are necessary, please contact the Admission Office. Students applying during the last year of secondary school should clearly state what certificate they expect to receive and have official school transcripts submitted with their application. Additional credentials and documentation may be requested by the Admission Committee.

Country or Region	Required Credential
Algeria	Baccalaureat exam scores & certificate
Argentina	Bachillerato and school transcript
Australia	
New South Wales	High School Certificate (Matriculation)
Queensland	Senior Certificate
South Australia	Matriculation Certificate
Tasmania	Higher School Certificate, O-Levels
Victoria	Matriculation Exam/Higher School Certificate
W. Australia	Leaving Certificate (Matriculation)
Bahamas	Official G.C.E. (O-Levels and A-Levels)
Belgium	1-Bekwaamheidsdiploma dat Toegang verleent tot het Hoger Onderwijs 2-Certificat d'etudes moyennes Superieurs, or Getuigschrift van hoger Middlebaar onderwijs and transcript
Bolivia	Bachillerato and school transcript
Brazil	Diploma de 2º Grau
Canada	
Quebec	Secondary V Leaving Certificate and Transcript of one-year CEGEP
Ontario	Secondary School Diploma and transcripts or Sec. Diploma and 6 OAC
Other Provinces	High School diploma
Chile	Licencia Secundaria/Licencia de Education Media
China	Senior High School Graduation and Examination scores on National Matriculation Entrance exam
Colombia	Bachillerato and school transcript
Cyprus	Apolytirion and school transcript or Lisa Bitirme Diploma
Denmark	Studentereksamen and transcript
Dominican Republic	Bachillerato and school transcript
Ecuador	Bachillerato and school transcript
Egypt	Thanaweya A'amma Egyptian G.S.E. Certificate
El Salvador	Bachillerato and school transcript
Finland	Ylioppilastutkintotodistus or Lukion Paastotodistus
France	Baccalaureat and exam scores
Germany	Abitur, including exam scores
Ghana	SSCE and GCE (A-Level)
Greece	Akadimaikon Apolytirion
Guatemala	Bachillerato and school transcript
Haiti	Baccalaureat Part II and exam scores
Honduras	Bachillerato and school transcript
Hong Kong	HKCE exam and Lower Form VI transcript
Iceland	Studentsprof and exam scores
India	Higher Secondary School/Secondary Certificates (only very strong candidates)
Indonesia	Sekolah Menengah Tingkat Atas and exam scores
Iraq	Baccalaureat and exam scores
Israel	Bagrut and transcript
Italy	Maturita
Jamaica	Official CSEC (5 high passes) and transcripts
Japan	Kotogakko/Secondary School Leaving Certificate
Jordan	General Secondary School Certificate
Kenya	KCSE
Korea	Tawjih/Secondary School Leaving Certificate and transcripts
Lebanon	Baccalaureat Part II and exam scores
Libya	Secondary School Certificate and transcripts
Malaysia	Malaysian Certificate of Education/Sijil Pelajaran and Lower Form VI transcript
Mexico	Bachillerato and school transcript



Country or Region	Required Credential
Morocco	Baccalaureat II
The Netherlands	Eindexamen/V.W.O. and exam scores
Nicaragua	Bachillerato and school transcript
Nigeria	5 strong passes (grades between 1-3) on West African School Certificate
Norway	Vitnemal for den videregaende skolen studdieretning for allmenne fag/Examen Artium
Pakistan	Intermediate or Higher Secondary School Certificate or SSSC and transcripts
Panama	Bachillerato and school transcript
Peru	Certificado de Educacion Secundaria common completa and transcript with class rank
Philippines	National College Entrance Exam (only very strong candidates)
Saudi Arabia	Saudi Arabian G.S.E. certificate
Singapore	Official Singapore-Cambridge G.C.E. (5 strong O-Level passes)
South Africa	Senior Certificate/Standard 10 Certificate
Spain	Curso de Orientacion Universitaria and transcript
Sweden	Avgangsbetyg/Studentexamen
Switzerland	Federal Maturitätszeugnis/Cetificat de Maturite/Attestato di Maturita
Taiwan	Senior High School diploma
Thailand	Mathayam Suksa VI including grades
Trinidad	Official CECSE plus one year A-Level courses
Turkey	State Lyceum Diploma
United Kingdom	Official G.C.E. (5 high O-Level passes)
U.S.S.R.	Attestat o srednem obrazovnil, transcript and diploma from secondary school
Venezuela	Bachillerato and school transcript

*All credentials are subject to review by the Admission Committee*

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**For more information about admission, contact:**

Office of Admission  
 Elmhurst College  
 190 Prospect Avenue  
 Elmhurst, Illinois 60126-3296 USA  
 (630) 617-3400 (800) 697-1871  
 (630) 617-5501 Fax  
 admit@elmhurst.edu

**The College's policy on nondiscrimination**

Elmhurst College admits academically qualified students and does not discriminate on the basis of race, color, creed, national or ethnic origin, marital status, age, gender, sexual orientation, or disability in its admission and financial aid policies, nor in the planning and administration of any of its academic, athletic, or other programs, services, and activities.