

INTERNATIONAL APPLICATION CHECKLIST

Application form

The Certificate of Financial Responsibility

The issuance of visa paperwork requires proof of adequate funding. The grid on the back of the certificate form must be completed so we can see the sources and amounts of support for each year you will be at Northern (e.g. two and a half years for an associate program). Any personal or family support for the first year must be in liquid assets (money from the bank). Personal or family support for subsequent years may come from whatever source is appropriate. Family sponsors must sign under "verification", near the bottom of the certificate, signifying their willingness to contribute the stated amounts to your support. **You, the student, must also sign and date this certificate.**

We need supporting documentation of all the funding that you and your sponsors declare on the certificate. Bank statements must come directly to us from the bank; certification of yearly income must come from the employer; business profits should be shown on copies of tax returns, etc. to verify the amounts states on the certificate.

Why do we require such complete financial documentation?

Because we want (and the law requires us) to be sure that you will have adequate resources to complete your education in the United States. By state law, undergraduate students cannot qualify for the lower in-state-tuition. Scholarships are rare, and it is extremely difficult (often impossible) to arrange for legal off-campus employment. In short, your experience at our College will be far less stressful if you and your family make a financial plan that guarantees your being able to finish your degree.

Proof of English Competency

If English is not your native language, part of your admission requirement is that you provide proof of your ability to function within the setting of English-only classes. There are a variety of test instruments which are acceptable to demonstrate your abilities;

1. **TOEFL** IBT Minimum total score of 55; not less than a 20 in **each** area (Writing, Speaking, Reading, and Listening)
Paper-based tests are no longer acceptable.
2. High School diploma issued by an accredited high school in the United States.

Proof of Academic Competency

In order to meet admission requirements, you must demonstrate that you have completed secondary school by having the school provide us with an official transcript (or they may give it to you in a sealed envelope, with the school's stamp and the school's official signature written across the seal) Do not open such an envelope; it must be delivered intact, as sealed. Non-English transcripts must be accompanied by a certified English translation.

College transcripts from outside the United States: If you are now attending or *have ever* taken college-level courses, we must receive an official transcript from each such college attended, accompanied by a certified English translation. If you provide certified translations from any source other than WES, you may *have* to provide additional information. Another reputable company is SpanTran (www.spantran-edu.org) which offers several services; however, for our purposes, you would have to select their *General Evaluation Plus Basic Course Analysis.*"

College transcripts from inside the United States: If you have attended a college within the United States, we must receive an official transcript from **each** such college attended.

Proof of Insurance (Major Medical coverage)

One of the costs which you must incur is the purchase of a major medical insurance policy. If you do not already have such coverage, you will have to buy a policy.

Why do we require you to be insured? If you need medical care while in the U.S or suffer a major illness or accident and need to be hospitalized, you must have medical coverage adequate to take care of the bills. This is so important that if you arrive at the college without proof of a current major medical policy, you will be sent home.