

I-20 Student Procedures Sheet

If student is inside the country – NON-TRANSFER

STEP 1: Application for Admission

If you wish to attend Academy College, please submit an Application for Admissions and application fee of \$40.00 US. If accepted, Academy College will mail you an acceptance letter. The Student Worksheet and Checklist is a guide for you to use to make sure you have all of your required documentation.

STEP 2: Issuance of I-20 – Not currently F-1 Status

After you have been accepted for enrollment, an International Student Enrollment and I-20 Request Form must be executed, signed, and submitted to Academy College. We can mail you these forms or you may download them from our website. In addition, you may need to make a deposit to pay for all or part of your first year's estimated costs. You will need to fill out and bring in a USCIS Form I-539 to request F-1 status. The Form I-539 requires a check/money order for the filing fee made payable to Department of Homeland Security. The fee amount is approximately \$200.00 and should be verified using the following link (<http://www.uscis.gov/graphics/formsfee/forms/index.htm>) before the check is written. You can pick up these forms, receive them by mail, or you may download them from our website. When the required forms and deposit have been received, Academy College will then register you with SEVIS and issue an official I-20 in accordance with U.S. Citizenship and Immigration Services (USCIS, formerly the INS) procedures. We will contact you by phone and ask you to come in to sign the forms. Academy College will mail your I-20 and I-539 to USCIS for you, along with your payment for the filing fee. The I-20 and change of status must be approved before you can start classes.