

### **If student is outside the country**

#### 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 prior to your visa application and arrival in the U.S.

#### STEP 2: Issuance of I-20

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 will need to make a deposit to pay for your first quarter's estimated costs. 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. The I-20 will then be sent to you via express mail. If you intend to travel with your family or have them join you, it is important to include them on your International Student Enrollment and I-20 Request Form. *Please note: Only your children under 21 years old and your spouse are eligible to enter the United States as dependents.*

#### STEP 3: F-1 Visa Application

Once you receive the I-20, you should schedule an appointment (if required) with the U.S. Consulate or Embassy in your home county to apply for an F-1 visa. You may not make this appointment date more than 90 days prior to the registration date listed on your I-20. You should expect two to three weeks to get an appointment and as long as three additional months to receive approval for their visa. It is always advisable to contact the U.S. agency in your home country regarding timelines for obtaining a visa.

For general information regarding visa application: [www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov)

#### STEP 4: Arrival in the U.S.

Once the visa application is approved, the student can make arrangements to arrive in the U.S. The USCIS regulations allow entry into the U.S. up to 30 days before the "report by" date on the I-20. Entry after the "report by" date is not permitted.