



Name (Printed) _____
Surname(Last) GIVEN(first) Middle

IMPORTANT: Please follow the directions step by step in the checklist. Use this checklist to help guide you through the admissions process.

Place a checkmark in the box once you have completed that step.

You will not be admitted and cannot receive an I-20 until you have completed each step.

Pre-Acceptance to Southwestern College (Before being accepted to the college)

[Complete the Application](#)

Official Transcripts

GPA _____

Take the Test of English as a Foreign Language(TOEFL) or IELTS

The TOEFL code number for Southwestern College is 6670.

Send Scores to Elyse Achenbach elyse.achenbach@sckans.edu

2 Letters of Recommendation

Must be translated to English.

Letters must be from a former professor or teacher.

Personal Statement of Purpose

Copy of Passport

Copy of VISA

Financial Statement for Admissions (you must have these in order to receive your I-20)

[Signed Financial Certification Form](#)

Proof of Financial Support

Examples: bank statement etc...

or/ SACM Financial Guarantee(You will not receive an I-20 without this.)

***Send all documents to Elyse Achenbach (elyse.achenbach@sckans.edu)**

***Once you have been accepted you will receive your acceptance letter.**

[Request a Self-Service Account](#)

[Watch the video tutorial and follow the directions](#)

Pay your \$1000 deposit (SACM students are not required to pay a deposit but must provide an Official Financial Guarantee.)

**You will not receive your I-20 until you have paid the deposit.*

Pay by [Wiring Instructions](#)

Pay by Mail(Send Check or Money Order)

Office of Admissions Attn: International Admissions

100 N College St

Winfield, KS 67156



Name (Printed) _____

Surname(Last)

GIVEN(first)

Middle

- Pay by Phone (U.S. Debit or Credit Card required)
 - (620) 229-6326
- Pay through [Self-Service Account](#)

*Once the deposit is paid you will receive your I-20 and New Student Checklist in the mail. Please follow all of the directions on the New Student Checklist.

Post-Acceptance to Southwestern College (Before arriving at the college)

- Make an appointment for a [VISA interview](#) at the Embassy.
- [Pay I-901 SEVIS Fee online](#)
- Read the [Important Arrival Dates](#).
 - Schedule your flight to arrive on one of the **Mandatory Dates of Arrival**.
 - Send an email to Elyse Achenbach. elyse.achenbach@sckans.edu
 - In the email include your:
 - Full name
 - Student ID number (found on your acceptance letter)
 - SEVIS ID (found in the top left corner of your I-20, starts with the letter "N")
 - Flight Code and Flight Number (*Example: AA 1234*)
- [Request a Self-Service Account](#)
 - [Watch the video tutorial and follow the directions](#)
- Enroll in courses (Contact Elyse Achenbach)
 - Elyse Achenbach**, *Coordinator of International Student Services and Enrollment*
Email: elyse.achenbach@sckans.edu
Office: 620-262-1110
- [Sign up for housing](#)
 - [Watch the video Tutorial and follow the directions](#)
 - You **MUST work with Residence life** to set up on-campus housing or be approved to live off-campus.
 - ALL FRESHMEN and ELL(English Language Learners) students under 21 are required to live on campus.**



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Student ID# _____ SEVIS ID# _____

Post- Arrival to Southwestern College (After arriving at the college)

Student Orientation: MANDATORY

WHEN: Thursday January 5, 2017, 8:00am-5:00pm

WHERE: Pounds Lounge

Student Medical Insurance:

- If you have indicated the you have your own health insurance but have not yet provided proof of insurance coverage to the Director of International Student Services, an Insurance Waiver and proof of insurance covering you must be submitted before classes begin. [Medical Insurance Waiver Form](#)
- If you don't have insurance you will be enrolled in an insurance plan by the college. [Medical Insurance Enrollment Form](#)

Student Identification Card (New Students Only)

- Go to the the Business Office in Christy Administration Building to get an ID Card if you don't have one. Keep this with you at all times.

Tuberculin Screening: TB Hold (New Students only)

- Date:** **TBD**
- You can also do this on your own but you will not be allowed to attend classes without it.
 - AMS MAIN LABORATORY AND PATIENT SERVICE CENTER**
 - 2916 E. Central, Wichita, KS 67214
 - TEL: 316-265-4533
 - PHLEBOTOMY HOURS:** Monday-Friday (7:00am-7:00pm) Saturday (8:00am-12:00pm)

Communicating

- [Email Login Instructions](#)



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- Setup Email on Mobile Device**
- [Blackboard Login Instructions](#)**
- [SC Help Desk \(620\) 229-6444](#)**

Registration and Tuition Payment

You can register for classes online through your self service account. Follow the instructions found at <http://www.sckans.edu/student-services/registrars-office/self-service/>

Provide a copy of your passport and Visa photo page.

[International Student Check-In](#)

Complete **[SEVIS MEMORANDUM AGREEMENT](#)**

International Director Signature _____ Date _____