

Application Procedure and Timetable

The standard application deadline is April 1, with decisions made by April 15. Applications submitted after April 1 will be reviewed on a space-available basis.

Step 1:

Application Form: Must include \$100 application fee.

Pages 1 - 5 are to be completed by the student and family.

Page 6 is to be completed by the school principal or headmaster.

Page 7 is to be completed by the student's English teacher.

Page 8 is to be used only if it is needed to release school records.

Page 9 is the application checklist for your use.

Other information sheets are for you to keep for your reference.

School Transcripts:

The student will send official school transcripts with the application form from any schools attended during Grades 8 – 12 where applicable. These transcripts must be translated to English.

Step 2:

The Wisconsin Lutheran High School admissions committee reviews the application and, if accepted, will send an email with the acceptance letter. Upon receiving the email, the student/family will send the \$1,500 enrollment fee to reserve a place in the enrollment.

Step 3:

Upon receiving the \$1,500 enrollment fee, Wisconsin Lutheran will send the following:

- The acceptance letter (original hard copy)
- The I-20 form from Wisconsin Lutheran High School
- A receipt for the application fee
- A "next steps for enrollment" sheet

Step 4:

Visa application. The documents needed at the Embassy are:

- The passport
- The acceptance letter
- The I-20 form from Wisconsin Lutheran
- The receipts for any payments made
- Proof of payment of US\$200 SEVIS I-901 fee
- Proof of parents' financial responsibility, such as certificate of deposit in US \$
- Proof of connections to home country after schooling is finished

*** When the visa is granted, please inform Wisconsin Lutheran High School immediately. Also, inform Wisconsin Lutheran of flight and arrival arrangements when they are made.

*** All new international students are required to arrive at Wisconsin Lutheran at least five days prior to the start of the school year.

*** The payment deadline for remaining fees is August 1. In the event the student visa is denied, any tuition or fees already paid will be refunded. The application fee and enrollment fee are non-refundable. (Exception: The enrollment fee will be refunded with proper evidence showing proof of visa denial.)

****International students who enroll at Wisconsin Lutheran are committed to attending school here for a minimum of one academic year. Students who withdraw or transfer before this time will not be granted any refund of fees. If a student is asked by the administration to withdraw from Wisconsin Lutheran High School, all tuition fees for the current semester are non-refundable, and all host family fees for the entire year are non-refundable.