

UNDERGRADUATE INTERNATIONAL STUDENT DOCUMENTATION CHECKLIST



Please complete and submit all requests in chronological order.

PRE-ADMITTED

- Complete the Online Application for Enrollment www.apply.cleary.edu/student-application and attach signed FERPA Form www.cleary.edu/wp-content/uploads/2018/10/FERPA_2018.pdf
- Secondary/High School Transcript
- InCred Transcript Evaluation (Required for athletes - upon request for non-athletes) www.incredevals.org/students/
- ACT and/or SAT Scores (required for NAIA and Merit Scholarship eligibility) www.collegeboard.org/sat/scores
- Evidence of English Proficiency (IELTS/TOEFL/English Proficiency Letter - may be waived based on educational background)
- Passport (all pages and must include photo page, address page, and valid for 6 months in the future)
- Proof of Liquid Assets; Bank Statement or Personal or Educational Loan
- Declaration of Financial Support Form www.cleary.edu/wp-content/uploads/2018/10/DeclarationofFinancialSupportform-1.pdf

OFFICIAL ADMIT

- Submit 1st initial \$500 deposit. If denied F-1 VISA twice, \$250 will be refunded after two 214b forms are submitted for evidence
- International I-20 Shipping Form www.cleary.edu/wp-content/uploads/2018/10/International-I-20-Shipping-Form-Electronic.pdf
- Student confirms they received I-20, pays \$200 I-901 SEVIS fee, and schedules VISA appointment
- Confirm receipt of VISA to Cleary University
- If F-1 VISA is obtained, submit 2nd non-refundable deposit deposit of \$500 (amount applied to first semester's tuition)
- RSVP for International Orientation
- Confirm housing and accommodations www.cleary.edu/housing
- Book and Pay Airfare (Email your Enrollment Specialist airfare details)

AFTER ARRIVAL - Report arrival to Designated School Officials (DSO)

- Register for classes
- Purchase books and supplies
- Attend International Orientation

DURING WELCOME WEEK

- Confirm local US address for SEVIS once classes start (update Student Portal account)
- Obtain US Bank Account
- Obtain US phone number (SIM card optional) and confirm US mailing address
- Obtain student health insurance/sign waiver
- Obtain MI Driver's License
- Schedule payment plan with Cleary University Business Office