



# LANCASTER MENNONITE SCHOOL

## International Students Applications Procedures

1. The school is not able to make a decision on admission until we receive the following items:
  - \_\_\_ Completed LMS application and emergency form
  - \_\_\_ \$100 application fee
  - \_\_\_ Copy of student's birth certificate OR copy of student's valid passport or VISA
  - \_\_\_ Health form (completed by physician and due before or upon arrival to Lancaster Mennonite) and a copy of documented immunizations.
  - \_\_\_ Additional Information Form for International Students
  - \_\_\_ Copies of transcripts/grade reports of each year of high school, including interpretation and school seal.
  - \_\_\_ English Proficiency Test Score (see #2 below)
  - \_\_\_ Residence Hall application or proof that living arrangements have been completed IF student is planning to have a host family (7 day or weekends)
2. All international students **MUST** submit a current (within the last six months) English proficiency test score (either SLEP or TOEFL) at least two weeks before beginning classes. Students who arrive without current test scores will need to be tested before a final schedule can be assured. There will be an extra charge for the test, and it will be administered as soon as possible to facilitate the final preparation of a schedule of classes for the year.
3. Upon acceptance, the school will issue the I-20 form. Your signature on the I-20 form commits you to the terms outlined on page 2 of the I-20 form.
4. Finally, a Lancaster Mennonite School diploma will be given to international students who have successfully completed no less than their final two years of high school at Lancaster Mennonite and/or have met all graduation requirements.

**Note to International Students:** The school accident insurance (premium billed with tuition) covers students involved in an accident while they are at school or at a school sponsored event. **It is the responsibility of each student's family or sponsor to arrange for medical insurance or payment of doctor and/or hospital expenses in case of illnesses.** Doctors and hospitals in the United States normally require insurance information before a person is admitted for treatment. We will need to know the insurance coverage and policy number. If you do not have coverage, we recommend International Group Services of Fairfax, Virginia. You may call them for more information at 1-800-394-2500. We also recommend ISM of Wilmington, Delaware. Their number is 302-656-4944. Students are responsible to pay cash for doctor visits or personal needs while in the residence hall or with the host family.

If you have questions, please contact Christy Horst in the admissions office:

Phone: 717-299-0436 extension 312

Fax: 717-299-0823

Email: horstcl@lancastermennonite.org