

# Lincoln Christian School International Student STEPS to Enrollment

## **STEP #1 (Pre-Application):**

- Carefully read all of the information at <http://lincolnchristian.org/academics/international-students/> including tuition and classes.
- Email the Director of Admissions and Communications, Jill Ballard, at [jill.ballard@lincolnchristian.org](mailto:jill.ballard@lincolnchristian.org) to arrange a phone call.
- Email copy of passport, transcripts, report cards and grades to [jill.ballard@lincolnchristian.org](mailto:jill.ballard@lincolnchristian.org)
- Take TOEFL test online at <http://www.ets.org/toefl> using the Lincoln Christian School code of **3589**. TOEFL will mail us the official record of the TOEFL score. Only scores between 52 – 74 are eligible to apply.
- Once the above steps have been completed, contact the Director of Admissions at Lincoln Christian by emailing [jill.ballard@lincolnchristian.org](mailto:jill.ballard@lincolnchristian.org).
- A Skype or Facetime interview will be scheduled with the High School Principal.

## **STEP #2 (Apply and Enroll):**

- Upon approval by the Admissions Director, create an account and fill out an application at <https://lcs-ne.client.renweb.com/oa/>

\*When selecting the application, please select “INTERNATIONAL New 9<sup>th</sup> -12<sup>th</sup> Student Application.

You will receive an email within 24 hours of submitting your application that will prompt you to complete your online enrollment. Please complete the enrollment as soon as possible.

In order to complete the enrollment, you will need to go to <http://lincolnchristian.org/documents/> All of the forms we require in addition to the online application are located in the “HEALTH” and “INTERNATIONAL STUDENTS” sections on the documents page of our website. The forms listed on this checklist are required to be uploaded in the online enrollment process and BEFORE a student can be fully enrolled at our school. We realize that some of the health forms have to be completed after arriving in the USA due to needing them in English. Please still let us know that you have reviewed these and understand the requirement.

### Required forms for enrollment:

- NE Immunization Law Signature
- Student Medical Release Form
- 2018-2019 Student Payment Plan
- Copy of Birth Certificate
- Student Medical Profile Form
- Varicella Disease Form

### Required once in the US:

- Physical Examination Form
- Immunization Form
- Dental Form
- Vision Form

The Admissions Director will request an I-20 once the above steps have been completed.

- Email [sue.chapin@lincolnchristian.org](mailto:sue.chapin@lincolnchristian.org) to review your payment information and options.

## **STEP #3 (Housing):**

- Request a host family with [jill.ballard@lincolnchristian.org](mailto:jill.ballard@lincolnchristian.org) . Students stay with Host Families either from the school or from surrounding church families. Occasionally students request to stay with relatives in Lincoln. If you opt to stay with a relative, they will be required to interview with the Superintendent.

*Lincoln Christian School requires International students to be in the Advanced Language Placement (ALP) class with Mrs. Toni Roth, the ALP teacher. These classes are already included in the tuition price. For more information about this course, you may contact her via email at [toni.roth@lincolnchristian.org](mailto:toni.roth@lincolnchristian.org)*