



## THE ASSOCIATION FREE LUTHERAN BIBLE SCHOOL

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Dear Prospective Student:

Greetings in the name of our Lord Jesus Christ!

Thank you for your interest in AFLBS. We are excited to help you begin the process of application to our school. The process has many steps, but we have a great God!

Enclosed with this letter is an [Application for Admission](#) and a [Supplemental Application for International Students](#). Please mail with your application the \$200 [application fee](#). The application fee is a good faith pledge, testifying of your earnest desire to pursue admission at AFLBS. With the application fee, we will also pay the I-901 fee and send you the receipt you need to apply for your visa. I've also enclosed a [Health Record Form](#), which needs to be completed and returned to us, and three [Recommendation Forms](#). Please give these to three people as indicated at the top of each form. Ask those people to fill them out and mail them to our office or return them in a sealed envelope to you to be included with your application. Next, we will need an [official copy of your school transcript\(s\)](#) sent to our office. These need to be in English and from any high school or post-secondary school you have attended. Please enclose [two \(2\) small photos](#) of yourself for our files. All this information should be completed and received at our office **by June 1** if you plan to start school in September.

### **The following are the *basic requirements*\* for international students:**

1. That the student knows the Lord, that he/she be tested in their home congregation in terms of being both a servant and a leader, and that they be faithful in their home congregation and desire to return to their country and serve the Lord there.
2. That applicants be high school graduates (or the equivalent) and that they are seeking the Lord.
3. That students are competent in English so that they are able to do their course work in English. **We specifically request that international students pass the TOEFL exam in their own country before being invited to come to AFLBS.** A good foundation in grammar, syntax and vocabulary is important so that students can get the maximum benefit from classes immediately. [The minimum score for admissions consideration is 450.](#)
4. Please begin saving funds toward your schooling and personal expenses while in America. The AFLBS staff will do all we can to support you in the area of financial obligations, but we will need to see your commitment in this area. Your commitment to your financial obligations should be expressed by the following means:
  - [We request a letter of financial backing from your sponsor or yourself certifying that financial resources are available to pay your expenses while you are in the U.S.A.](#) Please include bank statements or other supporting documentation that substantiates the ability to meet financial obligations. It is important for you to realize that international students who attend AFLBS are given an F-1 student visa application. As such, they are not able to work off campus when in the U.S. This is a regulation set up by the U.S. Government. Limited campus employment *may be* available.
  - [We also ask that international students be able to pay for their round-trip airline ticket before they come to the U.S.](#)

- A down payment of \$4700\* is due by the time you arrive on campus\*\*. This needs to be in the form of cash, check, money order or cashier's check. We cannot accept credit or debit cards. We realize this may be a large amount of money when you consider your current financial situation. Please keep in mind that, if accepted, AFLBS will help you in any way we can through scholarships or contacting scholarship givers. We cannot promise that an on-campus job or scholarships will be available. With all of this in mind, it is important to understand the following payment responsibilities:
  - Cost for one 9-month school year is \$8460.
  - A student should set aside, at the least, \$100 per month for personal expenses - a total of \$900 (at the least).
  - Total amount needed for a 9-month school year is \$9360 (including \$100 per month personal spending).
  - If given an on-campus job at 20 hours per week, your initial payment of \$4700 and income of \$5440 (20 hours at \$8.00 per hour\*\*) will cover all of your school expenses and some of your personal expenses.
  - If there is not an on-campus job available, you will need to have the entire \$8460 amount before arriving in America. This amount does not cover personal spending.
- 5. All international students must provide proof of medical insurance coverage from their home countries. Please contact AFLBS with any questions.
- 6. We also request an endorsement in writing from the leadership of your denomination in your country or your pastor and a written statement from your parents indicating their approval of your coming to study at our school.

To summarize, in order for us to send you the F-1 student visa application and invite you to attend AFLBS we must receive these eleven items from you:

- Completed Application for Admission and \$200 application fee.
- Supplemental Application for International Students.
- Completed health record form.
- Copy of your official transcript from high school and any other colleges you may have attended.
- Copy of the document stating that the TOEFL test has been passed.
- Written statement from your parents stating their approval of your coming to study at AFLBS.
- Written endorsement from leadership of your denomination or your pastor.
- Three (3) recommendation forms (Pastor, Spiritual Mentor, and Teacher/Employer).
- Two (2) photos of yourself.
- All financial documentation.
- Proof of Medical Insurance.

Once all of the above materials have been received, AFLBS will consider your application for acceptance. If accepted, you will receive a letter of acceptance and also an I-20 form with the receipt for the I-901 fee. All of these documents should be taken to a United States Embassy in your home country along with a valid passport. Only the embassy can grant F-1 student status allowing you to travel to the United States as a student.

We look forward to hearing from you. Please e-mail me at [aflbs@aflc.org](mailto:aflbs@aflc.org) with any questions you may have. As it took two months for your letter of request to be received by our office, it would be beneficial to continue correspondence by email, if that is agreeable for you. This can be an overwhelming process and we want to be with you each step of the way. All of your questions that are specifically for international issues may be directed to Laurie Nash at [knash@comcast.net](mailto:knash@comcast.net).

God is able to pave the way if it is His will for you to come to AFLBS. Please feel welcome. Many international students have had a wonderful experience with Jesus here.

In Christ's Service,

Catherine McLaughlin  
AFLBS Admissions

\*Requirements are subject to slight changes depending on international issues and individual needs.

\*\*You will be informed of when the \$4300 is due. \*Amounts subject to change.