

# INSTRUCTIONS FOR F-1 STUDENT APPLICATIONS INITIAL ATTENDANCE

Kaplan recommends that any individual who will require a visa and is also interested in studying in Kaplan apply for an F-1 visa. In support of an individual's application for an F-1 visa, Kaplan is authorized to issue a Form I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) Students. The following are directions for completing the admissions process. For additional information, please also check out the following government website: <http://studyinthestates.dhs.gov/>.

## **STEP 1: STUDENT APPLIES TO KAPLAN HEALTH PROGRAMS**

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The student must submit the following items to Kaplan. Application materials should be sent directly to the International Admissions department by fax to (213) 769-5019 or by email to [DirectMed.Admissions@kaplan.com](mailto:DirectMed.Admissions@kaplan.com). See page 2 of this document for specific requirements regarding each item below. NOTE: The International Admissions department can take one to two months to process your application. Please make sure you submit your application one to two months before your Embassy appointment to ensure there is enough time to process your application.

- International Admission Application For Kaplan Medical Programs
- Address in the Home Country
- Proof of Financial Eligibility
- Letter of Support (if applicable)
- Proof of English Proficiency
- Proof of Scholastic Preparation
- Payment: \$200 Application Fee Plus Tuition Deposit
- Proof of Passing USMLE Step 1 and 2 Exams (if applying for USMLE Step 3 only)

## **STEP 2: STUDENT OBTAINS A FORM I-20 A-B CERTIFICATE OF ELIGIBILITY**

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Once all items above are submitted to Kaplan, and it is confirmed that the student is eligible for I-20 enrollment, a Kaplan Designated School Official (DSO) will issue the initial attendance I-20 through SEVIS. The I-20 will be mailed to the student's home address using an express mail service. Please note, there is no fee for mailing the initial Form I-20. However, there is a \$50 fee for all subsequent I-20s that are mailed due to changes to a student's enrollment.

## **STEP 3: STUDENT PAYS THE SEVIS I-901 FEE**

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The Department of Homeland Security requires that any/all F-1 students obtaining a new I-20 pay the SEVIS I-901 Fee. Please be advised that Kaplan is not involved in the administration of this fee. Therefore, it is the **student's responsibility** to make payment for this fee directly to the Student and Exchange Visitor Program (SEVP). For more information regarding this fee or if you would like to make payment, please go to: <https://www.fmjfee.com/index.jhtml>. Please note, when making payment, remember to print a receipt of the transaction since a receipt will be needed by the US government in Step 4 below.

## **STEP 4: STUDENT APPLIES FOR AN F-1 VISA AT THE US EMBASSY/CONSULATE**

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After receiving the I-20 and making payment of the SEVIS fee, the student will need to visit the US Embassy/Consulate to obtain the F-1 visa. For more specific information regarding the appropriate documentation and procedures required for visa issuance, please contact the Embassy/Consulate directly (<http://www.usembassy.gov/>), as regulations vary per country. Please note, issuance of the visa is not guaranteed, even when an I-20 has been issued by Kaplan. Approval to issue the visa is made solely by the US government at the Embassy/Consulate.

## **STEP 5: STUDENT ENTERS THE U.S. THROUGH THE PORT OF ENTRY**

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Upon arrival to the US, the student will need to be approved entry into the U.S. through the Port of Entry. To be approved, the student must possess a valid F-1 visa, Form I-20 and passport. All documents must not be expired and the name of the school on the visa must match the name of the school on the Form I-20. If the student lacks any of these materials, he/she may be detained and/or denied entry. If approved entry, the student will be given the Arrival/Departure document, also called the Form I-94. Please note, students who receive a Form I-515A at the Port of Entry must inform their DSO immediately upon arrival at the center.

## **STEP 6: STUDENT BEGINS STUDY AT KAPLAN**

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After successful entry through the Port of Entry, the student must report to the center that issued the I-20 on or before the start date listed on the I-20. At this time, the student must speak with the DSO and attend orientation, in order to obtain important information and register for classes. A failure to report on the start date listed on the I-20 will result in termination of the student's SEVIS record, thereby placing the student out of legal status. NOTE: F-1 students are not permitted to postpone their start date once they have

entered the U.S. Postponements must be processed before traveling to the U.S. since an updated I-20 will be mailed to the student for presentation at the Port of Entry.

## APPLICATION REQUIREMENTS

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**1. INTERNATIONAL ADMISSION APPLICATION FOR KAPLAN MEDICAL PROGRAMS:** In order to efficiently and accurately process your enrollment, you will need to submit a completed application. It is necessary that you fill out the entire application, including the student's signature. Failure to do so may create unnecessary delay in the issuance of the I-20 and/or errors in the processing of the enrollment.

**2. ADDRESS IN THE HOME COUNTRY:** This address should not be a P.O. Box address.

**3. PROOF OF FINANCIAL ELIGIBILITY:** Please submit a copy of the student's, student's parents, or sponsor's bank statement, or a bank letter on official bank stationery confirming that the funds required to meet the estimated cost of study are available. The date, account holder's name, account balance and currency type must be clearly identified, and the letter or statement must be dated within 180 days of the application. In addition, statements must contain the bank seal/stamp/logo. If this document is not in English, you may be asked to submit a translated document. The following formula can be used to calculate the cost of study.

Step 1: Enter the total tuition amount of the course requested.	\$
Step 2: Add the application fee.	\$200
Step 3: Add Health Insurance, if applicable. If you are purchasing AVI insurance through Kaplan, enter \$85/month of paid enrollment. (Health insurance for dependants is an additional cost. Ask your DSO for more specific pricing information.) If you are not purchasing health insurance, enter \$0.	\$
Step 4: Add any dependants' living expenses, if applicable. If requesting a dependant I-20, include \$400/dependant/month of enrollment. If dependants will not be accompanying the student, enter \$0.	\$
Step 5: Sum the above items. This is your total cost of study. You will need at least this amount of funds in your bank account.	\$

**4. LETTER OF SUPPORT:** If the proof of financial eligibility provided is not in the student's name, you will also need to submit a signed letter of support from the person whose name appears on the documentation provided. A template for this is provided in the application.

**5. PROOF OF ENGLISH LANGUAGE PROFICIENCY:** The student can submit one of the following (test scores must be dated within 2 years of application date):

- 1) A TOEFL score of at least 530 PBT, 197 CBT or 71 IBT.
- 2) A TOEIC score of at least 710.
- 3) An IELTS score of at least 5.0.
- 4) A degree/transcript from an American high school, college, or university.
- 5) A letter from a college or university attended stating that English is/was the primary mode of instruction. Completion of ESL programs may not be sufficient.

**6. PROOF OF SCHOLASTIC PREPARATION:** The applicant must provide a transcript or diploma from a college or university showing that a course of study normally required for enrollment is in progress or has been completed. For USMLE courses, this means transcripts or a degree from medical school. If you plan on studying Step 1 LivePrep as an F-1 visa holder, you will be required to document in your application that all basic science medical school curriculum will be completed within the last 12 months of your Step 1 course start date.

**7. PAYMENT:** Payment includes the \$200 application fee plus either \$500 or half of the total tuition for the program, whichever amount is less. Payment can be submitted via credit card or wire transfer. Please see the application for more detailed information.