

Admissions Procedure and Timetable

Step 1: APPLY TO CALIFORNIA LUTHERAN HIGH SCHOOL

Complete the FACTS online International Application: [LINK](#)

The following forms and documents must be submitted to CLHS before your application is considered. Please **upload/enter the following in your FACTS application** (preferred) or email them to Mrs. Monica Schroeder at: mschroeder@clhsonline.net.

- **Email for Principal or Counselor Recommendation Letter** (FACTS will send directly)
- **Email for Teacher/Advisor/Class Master Recommendation Letter** (FACTS will send directly)
- **School Transcripts:** A transcript of your courses, credits and grades from the past **(3) years**, translated to English
- **Affidavit of Support** - Please include an official letter from your bank verifying the availability of sufficient funds in U.S. dollars to pay for at least one year of school in the U.S.
- **Copy of Immunization Record**
- **Copy of Passport**
- **English Proficiency Test scores** (if taken)
- **Copy of I-20** if transferring from another U.S. school

Submit the **\$125 non-refundable application fee**.

Step 2: APPLICATION REVIEW & INTERVIEW

After a completed application and **ALL supporting documents** have been received and reviewed, CLHS will arrange a Zoom/internet video interview with the applicant.

Step 3: ADMISSIONS DECISION AND ENROLLMENT PROCESS

All applicants will receive notification of the admissions decision via email. If accepted, there will be a link leading you to the enrollment process through FACTS within the acceptance email.

- **Click on this link or log into your FACTS portal, School district Code CLH-CA. Type in your username and password. If you have forgotten your username or password, please click on the link provided.**
- **Go to left-side Navigation Menu**
- **Click on Apply/Enroll**
- **Click on Enrollment/Reenrollment**

Our Enrollment system will open to the enrollment packet. The process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. When the enrollment packet is complete you will be asked to pay the enrollment fee of \$550.00. If you have any questions, please contact our office.

Step 4: PAY ENROLLMENT FEE AND RECEIVE I-20 FORM

Once enrollment is complete and the enrollment fee of \$550.00 has been paid, the I-20 form from California Lutheran High School will be issued and emailed along with an acceptance letter.

The application fee and enrollment fee are non-refundable (Exception: Enrollment fee will be refunded with proper evidence showing proof of F-1 Visa denial).

Step 5: PAY THE SEVIS I-901 FEE

Prior to applying for a visa, the SEVIS I-901 fee must be paid. This payment can be made with a credit card on the internet at <http://www.fmjfee.com>. Print your receipt. Proof of payment is required by the U.S. Consulate.

Step 6: APPLY FOR A STUDENT F-1 VISA

Be prepared for your visa appointment. The documents recommended at the U.S. consulate of your native country for an F-1 Visa are:

- School acceptance letter from CLHS
- The I-20 form from CLHS
- Proof of payment of SEVIS I-901 fee
- A valid passport (valid for at least 6 months after the date of entry into the United States)
- Transcripts and diplomas from previous institutions
- Proof of the family's financial support to cover tuition and living expenses for at least one year of study.
- Documents demonstrating strong financial, social, and family ties to your home country that will compel you to return to your country after your program of study in the U.S. ends.

Step 7: NOTIFY CALIFORNIA LUTHERAN HIGH SCHOOL

When the visa is granted, please notify California Lutheran High School immediately. Also, inform California Lutheran of flight and arrival arrangements when they are made.

Please **email a copy of the visa and flight itinerary to:** mschroeder@clhsonline.net.

All new international students are required to arrive at California Lutheran High School two (2) days prior to the start of school. This allows time for all placement tests to be completed before the start of classes.

* In the event the student's F-1 Visa is denied, any tuition or residence fees already paid will be refunded. The application fee and the enrollment fee are non-refundable (exception: enrollment fee will be refunded with proper evidence showing proof of F-1 Visa denial).

Step 8: UPON ARRIVAL TO California Lutheran High School

Submit the following forms and documents to Mrs. Monica Schroeder (mschroeder@clhsonline.net):

- **Copy of Visa**
- **Copy of Medical Insurance Card**
- **Completed Sports Physical Form**

Students who enroll at California Lutheran High School are committed to attending school here for a minimum of one academic year.

- Students who withdraw or transfer before this time will not be granted any refund of fees.
- If a student is asked by the Administration to withdraw from California Lutheran High School for violation of Student Handbook policies, all fees for the current year are non-refundable.

A student's success depends solely on the effort that the student puts forth. California Lutheran High School cannot and does not guarantee acceptance into colleges or universities.