



## Lincoln College International Applicant Checklist

### Introduction

We are including this checklist to help you complete your application. Save it in a handy place to keep track of what you have sent and still need to send to help make this process go more smoothly

- Application for admission completely filled out with a check/money order payable to Lincoln College in the amount of \$25 USD or credit card information **Make sure all questions are filled out correctly.**

### ACADEMIC RECORDS

All transcripts should be sent directly from the institution to Educational Credential Evaluators (ECE) with the affixed official stamp and seal. We will not accept copies or faxes. Please request the course by course evaluation. Official transcripts in English **do not** need to be sent to ECE. Transcripts in English should be sent directly to Lincoln College.

- Official high school/secondary school transcripts (required for all freshmen and transfer students with less than 24 credits).
- Official results of all exams required by your country, such as the General Certificate of Education (GCE).
- Official college/university transcripts.
- Course descriptions for all courses taken at colleges/universities not in the U.S. (required for business/accounting applicants; recommended for everyone else).

### PROOF OF ENGLISH PROFICIENCY

One of the following are required:

- Official results of the TOEFL or IELTS sent directly from the testing service if you are from a non-English speaking country. The minimum TOEFL score required is 55 on the internet based test, 157 on the computer based test, or 480 on the paper based test; the minimum IELTS score required is 4.5 to 5.0.
- Official results of the SAT sent directly from the testing service or included on an official high school transcript. A critical reading and math score of at least 800 is required. **Not required if you have a TOEFL or IELTS score.**
- Completion of a non-ESL college-level English composition course within the U.S. with a grade of C or better. A comparable course demonstrating English proficiency may be substituted at the discretion of the Lincoln College admissions counselor.

### FINANCIAL DOCUMENTATION

- The International Financial Statement form completely filled out. Make sure you include signatures for all sponsors. Incomplete forms will not be accepted, and will delay the processing of your application.
- An original, official statement of account from your bank with verification of your ability, and/or your sponsor's ability, to meet the estimated expenses of \$31,900 USD per year.

### NOTIFICATION OF ADMISSION

- Your letter of admission will be mailed using traditional delivery methods. Please allow 7 to 10 business days for delivery.
- You may have your letter of admission delivered via DHL Express mail for an extra charge of \$50 USD. Please include this fee with your application for admission.

### OTHER

- If you are already in the U.S., a photocopy of the U.S. visa and photo identification page in your passport.

International Students should send all of their materials and correspondence to:

Gretchen Bree  
Lincoln College  
300 Keokuk St.  
Lincoln, IL 62656  
Fax: 217-732-7715  
gbree@lincolncollege.edu

Educational Credential Evaluators  
PO Box 514070  
Milwaukee WI 53203-3470  
USA