



LIM COLLEGE
UNDERGRADUATE INTERNATIONAL STUDENT
ADMISSIONS PROCESS

Please read the following information carefully before you begin your application for admissions process. This information will answer most of your questions regarding the application, enrollment and student visa process.

For detailed program information contact your Admissions Counselor, they can assist with any questions regarding the degree programs offered at LIM College.

I. Admissions

The following documents are required to apply to an LIM degree program:

- Admissions Application
- Application fee - \$40.00 USD
- Official High school/secondary school transcript (sent from school)
- Personal Statement (essay)
- Two Letters of Recommendation
- For Transfer Credits your University or College Transcripts are required (third party evaluation may be required).
- Verification of language proficiency (if native language is NOT English)
- Copy of the identification page of your passport or government issued identification
- In person or video conference call interview with admissions counselor

The Application

To begin the process, you must first submit a completed application form with the \$40.00 USD application fee online at <https://admissions.limcollege.edu/apply/>. We accept any of the following major credit cards: VISA, MasterCard, American Express, Discover, or Debit Card.

High School/Secondary School Transcripts

The minimum academic requirement for admission to LIM College for an Undergraduate degree program is the completion of a high school or secondary school education. The high school or secondary documentation is required even if you have college or university work. A transcript (record of subjects/courses and grades) and verification of graduation is required. The document(s) must represent the equivalence of high school graduation in the US. All documents not written in English must be submitted along with a certified English translation. If your degree was completed outside of the United States the Office of Admissions may request your transcripts be evaluated by an evaluation agency approved by NACES, prior to enrollment.

**Please contact your Admissions Counselor for the specific documents required according to your country of study.*

Transfer Credits

If you are enrolled in an undergraduate program, you must submit your official university or college transcripts for admission purposes and in order to have your records reviewed for transfer credits. If your documents are from another country, they must be submitted to an evaluation agency approved by [NACES](#) for an evaluation. All documents not written in English must be submitted along with a certified English translation.

**If you're currently enrolled in your degree you must submit a final official transcript prior to enrolling at LIM College. Please contact your Admissions Counselor for the specific documents required.*

English Proficiency

Not required to prove English proficiency if:

- Applicants who have graduated or attended an American, Canadian, or British school and have met one of the two requirements:
 - Completed at least two (2) years of English Composition in an accredited institution.
 - Language of instruction for degree course of study is in English.
- Applicants from the following countries: American Samoa, Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, British Virgin Islands, Canada, Dominica, Grand Cayman, Grenada, Guyana, Ireland, Jamaica, New Zealand, Philippines, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Scotland, Singapore, South Africa, St. Lucia, Trinidad/Tobago, Turks and Caicos Islands, United Kingdom, & U.S. Pacific Trust.

Prove language proficiency by:

- New SAT Writing and Language score of 27 or higher, or New ACT English score of 26 or higher, or Old critical Writing score of 460 or higher, or old ACT English score of 19 or higher.
- A transcript from an accredited and approved institution, indicating a grade of "C" or better in English composition comparable to English Composition at LIM College.
- An official "A" level GSCE Certificate indicating a grade of "C" or better in English.
- Students earned at least 24 college credit hours or more toward an associate's degree, bachelor's degree, master's degree or doctoral degree from an accredited university in the United States.

All other applicants must submit proof of English proficiency. TOEFL, IELTS, or Pearson's Test of English (PTE), TOEIC, and ITEP scores and meet the minimum requirement. All official scores must be less than two years old. Our school code for the TOEFL is 2380. Scores are available as early as 15 business days from the date of testing. Please inform your Admissions Counselor if you will be taking the TOEFL or IELTS or if you will be enrolling in an English language program

| Third Party Examinations | Acceptance Level |
|--|------------------------|
| TOEFL | Internet- 80 Paper-550 |
| IELTS | 6.5 |
| Pearson Test of English Academic (PTE) | 55 |

*****Below is the list of all approved English Language Schools**

| ESL SCHOOL | Acceptance Level |
|------------------------------------|--|
| Kaplan International | Advanced Level |
| Zoni Language School | Intensive English Program, Advanced Level Course |
| ILSC | A1, A2, and A3 |
| Global ESL Academy | Advanced Level Academic Program |
| ELS | Level 112 |
| TALK INT'L | University Placement Level 9 Program |
| Bridge Language Centers | English Level C1 |
| EF-Education First | Level C1-1 |
| Converse Int'l School of Language | English for Academic Program (EAP) |
| ELI | Advanced Level |
| Manhattan Language | Advanced Level |
| New York Language | Upper-Intermediate Level |
| Universal English Center | TOEFL Exam |
| ELC | Upper Advanced (combined score of 1000 or greater) |
| OHLA (Open Heart Language Academy) | Advanced 2 |

Regardless of language proficiency all international students are required to take a placement exam upon their start of classes. Prior course work does not preclude students from remedial language or business courses based on placement.

II. Enrollment

Once you have been accepted into a LIM Undergraduate degree program. The following documents are required to enroll and be issued an I-20 Form. The I-20 form is needed to apply for a student visa at the U.S. Embassy in your home country:

- Enrollment Deposit \$400 Log onto your online application to pay <https://admissions.limcollege.edu/apply/>. You can also pay via Electronic bank transfer - LIM College has partnered with PeerTransfer in order to streamline the process of international payments. Peer Transfer allows you to pay securely from any country and any bank, generally in your home currency. To get started, click or go to: <http://www.limcollege.peertransfer.com> to begin the payment process. If you have questions about making an international payment, visit <http://www.peertransfer.com/help>
 - Please note LIM does not accept direct international wire transfers
- Financial guarantee (Bank Statement example Attached)
- Copy of the identification page of your passport
- Immunization Form
- Signed and dated Tuition Agreement form
- Testing and Scheduling dates

The Financial Guarantee

The financial guarantee is verification that you will have the required funding for tuition and living expenses available to you while you are studying. Noted below are several forms of verifying funding. All financial documentation submitted must be in English. Please contact your International Admissions Counselor for the minimum amount of funds required based on your degree program.

- ❖ **Sponsor Supported:** if your parents, other relative, or a friend will financially support you, the Affidavit of Support Form, a bank letter or and a bank statement are required.
- ❖ **Affidavit of Support Form:** The Affidavit of Support Form must be completed in its entirety, signed and dated.
- ❖ **Bank Letter and supporting Bank Statement:** The bank letter is a written document from a financial institution, which confirms that sufficient funds are available to cover the tuition, living expenses and institutional fee for the first academic year of your program. The total amount for tuition and living expenses must be stated in the letter. The letter must also be on the institution's official stationery/ letterhead. Please refer to the sample bank letter included in this packet. A bank statement is also required. A bank statement shows account activity such as deposits and withdrawals. If you submit a bank statement, please block or remove the account number.

In addition to the Bank letter and bank statement, we require one of the following to verify ability to support additional academic years:

- Employer's salary statement on letterhead stationery with most recent pay stubs, or
 - Income tax returns or receipts with most recent pay stubs, or
 - Pay stubs for last six months, or
 - Bank/Investment statements for the last six months, or
 - If self-employed, salary estimates from private accountant or bank, and business registration, licenses and 'profit and loss' statement.
- **Self-Supported:** If you are financially supporting yourself and have an account with sufficient funds in your name, you will not need to submit the Affidavit of Support Form. Bank letter and a bank statement is required.
 - **Private Loan:** If you are approved for a private loan, and if the loan covers tuition and living expenses for your program, the Affidavit of Support and bank letter/statement are not required. Verification of approval of the loan and the amount of the loan is required.
 - **Scholarship or Corporate Funding:** If you have a scholarship or a grant or will be receiving corporate funding for your program, verification of the amount and duration of the funding is required. This information must be written on official stationery/letterhead of the scholarship agency or corporation.

** Do not mail your original financial guarantee documents. Copies of these documents are sufficient. The original documents will be required at the Embassy when you apply for your Visa.*

Tuition and Living Expenses

The cost of tuition includes all books, course materials, and lab fees for the duration of the program. Living expenses include rent for an apartment, utilities (lights and water), telephone, food, transportation, etc. These items are paid for and managed by the student. Confirmation of sufficient funds for the issuance of the I-20 only needs to cover the first academic year of tuition, living expenses and verification of ability to support additional academic years.

Visa Information

You will need an F-1 student visa. This visa will allow you to study for the duration of your program and does require full time study. Before applying for your visa, you should either contact the Consulate/Embassy or visit their website www.usembassy.gov to determine the requirements for applying for the F-1 student visa in your home country.



In order to obtain an F-1 student visa you will need an I-20 Form (Certificate of Eligibility for Nonimmigrant Students). For the I-20 Form to be issued, your Admissions file must be completed, approved, and paid the \$400 enrollment deposit. All documents must be reviewed and accepted. Copies of all documents are acceptable for the issuance of the I-20.

****PLEASE NOTE: If you are a citizen of Canada or Bermuda, a visa is not required to enter to study in the U.S.; however, the I-20 Form is required for student status.*

SEVIS Fee Payment

The SEVIS I-901 fee is mandated by Congress to support the Student and Exchange Visitor Program (SEVP) and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after October 27, 2008, is responsible for paying the \$200 fee to SEVP. The fee can either be paid by mail with a check, via the Internet using a credit card or through Western Union. For more information, please visit the U.S. Immigration and Customs Enforcement website. The link to their website is <https://www.fmjfee.com/i901fee/index.jsp>. Confirmation of the SEVIS Fee payment is required before the visa will be issued. This confirmation must be filed with your visa application.

****PLEASE NOTE: Although citizens of Canada and Bermuda are not required to apply for a visa to study in the U.S., they are required to pay the SEVIS Fee.*

Transfer Students or Other Applicants Already in the US

If you are already enrolled in a school in the US on an F-1 student visa, an electronic SEVIS transfer can be done. We will provide you with a transfer form that will have to be completed by your International Student Advisor at your current school. The International Student Advisor will also have to electronically transfer your SEVIS record to LIM College in order for us to issue a new I-20. To complete the transfer, please submit a copy of your I-20, the visa page from your passport, the front and back of the I-94 and the identification page of your passport with the name, photo and expiration date. If you are in the U.S. on another type of visa that permits you to change your status, the change can be made in the U.S. or by travelling outside of the U.S. and applying for an F-1 visa to gain F-1 student status).

Working in the U.S. on an F-1 Visa

F-1 Students may not work off-campus during the first academic year, but may accept on-



campus employment subject to certain conditions and restrictions. There are various programs available for F-1 students to seek off-campus employment, after the first academic year. F-1 students may engage in three types of off-campus employment, after they have been studying for one academic year.

These three types of employment are:

- [Curricular Practical Training \(CPT\)](#)
- [Optional Practical Training \(OPT\) \(pre-completion or post-completion\)](#)
- [Science, Technology, Engineering, and Mathematics \(STEM\) Optional Practical Training Extension \(OPT\)](#)

Curricular Practical Training

Curricular Practical Training (CPT) is an alternative study, internship or other type of required practicum that is offered by a sponsoring employer through your college or university. CPT is only available for F-1 students when it is part of an established curriculum within a school. In order to qualify for CPT, you must have completed one full academic year of study, unless you are a graduate student whose program requires immediate CPT. To apply for CPT, your DSO needs to

authorize it in SEVIS and provide you with a [Form I-20](#) indicating your recommendation for employment. Remember that all students who work in the United States must [apply for a SSN](#).

Optional Practical Training

Optional Practical Training (OPT) is a form of temporary employment that directly relates to your program of study. You can apply for OPT during your program of study, which is known as a pre-completion OPT, or after you finish your program of study, known as post-completion OPT. In order to apply for OPT, F1 students must request approval from their DSO. A DSO makes this recommendation by endorsing a student's Form I-20. Then the student must file the Form I-765 with USCIS, if approved, USCIS will issue a Form I-766. You cannot begin to work until you receive your

[Employment Authorization Document](#) from USCIS. You can apply for 12 months of OPT at each education level, (i.e., you may have 12 months of OPT at the bachelor's level and another 12 months of OPT at the master's level.) If you have additional OPT or CPT questions please visit:

<https://studyinthestates.dhs.gov/students>
[ICE.gov/SEVIS](#), [USCIS.gov](#)

Housing

If you're interested in living in our state-of-the-art Resident Hall located at 1760 3rd. Ave, housing is on a first come first serve basis. All housing payments are due once you have been enrolled. In order to secure your space in housing you must fill out ALL documents and



send them along with your \$725 deposit to: LIM College, The Office of Housing & Residence Life; 1760 Third Ave New York, NY 10029-6810. You can also pay your housing at <http://limcollege.peertransfer.com/>. If you have any questions please feel free to contact the Office of Housing & Residence Life at 212-752-1530 ext. 330 or residencelife@limcollege.edu.

Health Insurance

All students are automatically enrolled in and billed for the Student Health Insurance plan unless proof of comparable health insurance coverage is provided. Students can view the plan brochure and waive coverage by submitting an Online Waiver Form at www.gallagherstudent.com/LIM. Before waiving, you should review your current policy to be sure that it provides comparable coverage, including access to a claims office within the United States. The deadline to waive coverage is September 30 for students starting in the fall and January 30 for students starting in the spring.

Contact Information

We hope you find this information helpful as you make your plans to begin your education at LIM College. For further assistance please contact your International Admissions Counselor directly or email us at InternationalAdmissions@LIMCollege.edu



Bank or Financial Institution Sample Letter

This information *must* be on company letterhead.

Sample Letter

This letter serves to confirm that **(NAME OF THE PERSON FINANCIALLY RESPONSIBLE)** has sufficient funds to finance **(NAME OF STUDENT)** education and living expenses in the U.S.A. while he/she attends LIM College and the cost of which is estimated to be **(INSERT TOTAL AMOUNT HERE)**.

Sincerely,

(NAME OF BANK OFFICIAL)

Please contact your Admissions Counselor or International Student Services ISS@limcollege.edu for the most current amount that should be noted on the Bank Letter.