



Application Instructions

Applicants must be 18 years old OR have completed secondary school prior to enrollment

THE FOLLOWING FOUR DOCUMENTS ARE REQUIRED WHEN APPLYING TO LEEWARD COMMUNITY COLLEGE

WRITTEN APPLICATION

Type or print clearly in ink. Complete both sides of the application, following the instructions below.

1. **PERSONAL INFORMATION:** Your name should be spelled exactly as it appears on your passport.
 2. **PROGRAM INFORMATION:** Complete section **2A OR 2B**.
 - 2A. Applicants applying for admission to the English Language Institute**
 - No TOEFL score is required for admission to the English Language Institute
 - Applicants admitted to the English Language Institute will be given English placement testing during orientation week
 - 2B. Applicants applying for admission to Associate Degree Program**
 - A TOEFL score of 500 is required for admission to the Associate Degree Program and the TOEFL score should be sent directly to Leeward Community College by ETS.
 - Applicants admitted to the Degree program will be given English placement testing during orientation week and may require placement in the English Language Institute prior to the Degree Program
 3. **FAMILY INFORMATION:** ONLY fill out this section if you plan to bring a spouse and/or children to the United States while you study at Leeward Community College. If you do not plan to bring family to the United States, leave this section blank. See additional funding requirements in the financial information instructions below.
 4. **FINANCIAL INFORMATION:** Complete section **4A OR 4B**. Original bank statements are required from the applicant to be admitted to Leeward Community College and issued a SEVIS Form I-20. Refer to the information in this section to determine the minimum amount required on bank statement.
 - 4A. Applicants paying their own expenses**
 - A current original bank statement is required in which the applicant's name is written in English
 - You must sign and date section 4A to certify payment responsibility
 - 4B. Applicants who have a financial sponsor paying expenses**
 - A current original bank statement from the sponsor is required in which the sponsor's name is written in English
 - The financial sponsor should sign and date section 4B to certify payment responsibility
 - If your sponsor *lives in the United States*, the Form I-134, Affidavit of Support, must accompany the sponsor's bank statement. This form can be downloaded from the following link: <http://www.uscis.gov/files/form/I-134.pdf>
- Applicants to the English Language Institute:** A bank statement showing the equivalent of \$4,000 U.S. Dollars is required for one 8 week session (a new bank statement will be required for each 8 week session attended) OR a bank statement showing the equivalent of \$16,000 U.S. Dollars can be used if the applicant intends to enroll for an academic year.
- Applicants to the Associate Degree Program:** The equivalent of \$16,000 U.S. Dollars is required on the bank statement to show funding for two semesters/one academic year.
- Applicants bringing family members:** Your bank statement must include an additional \$4,000 U.S. Dollars for each family member who will live with you while you study at Leeward Community College.
5. **APPLICANT FEE PAYMENT:** Select program, form of payment, and if you prefer to have your acceptance packet with courier delivery (additional \$40 USD). Courier delivery is highly recommended, especially if the mail system in your country is not reliable. If paying by credit card, complete the credit card information in full. If paying by check (US Dollars only) or money order, include with written application. This is a nonrefundable application fee. **Your application will not be processed unless this payment section is complete.**
 6. **SIGN AND DATE APPLICATION**

ORIGINAL BANK STATEMENT

- Refer to instructions under Section 4 under Written Application above.

TRANSCRIPTS OR DOCUMENTATION OF HIGH SCHOOL EQUIVALENCY

- If the last school you attended was high school or equivalent, submit a copy of your transcript or certification of completion
- If the last school you attended was a college or university, submit a copy of your transcript from **each** college or university attended

COPY OF YOUR PASSPORT