

Document Submission Form – From Another USA School

Thank-you for your online application! In order to complete your application you will need to fill out this form, email it, print and then fax it, or mail it with a copy of your:

- Passport
- Bank statement
- Official transcripts
- I-94
- Visa
- First page of your I-20
- TOEFL/IELTS if requesting to join the College Major program. Students who are taking International English do not need this step.

Students will receive their I-20 after registering for classes. If you will be leaving the US before beginning at Lane and would like your I-20 sent to you, please provide a mailing address for this purpose. You must use a physical address, not a PO Box. Please include your postal code as well. We send all international mail via DHL and therefore require this information plus a phone number.

Once you have completed this form and have all documents above please choose one and only one method to send your documents via fax, email, or mail to:

- Fax to **541-463-4152**
- Mail it to International Programs, Attn: Jane Marshall, Lane Community College, 4000 East 30th Avenue, Eugene OR, 97405, USA.
- Email: internationaladmissions@lanecc.edu

Step 1: What is your L#? (Please skip this step if you do not have an L#.)

Step 2: What is your first name?

Step 3: What is your last (family) name?

Step 4: What is your email address?

Step 5: What is your current mailing address? (If you need your I-20 mailed outside of the US, please put that mailing address here.)

Step 6: What is your current phone number? (DHL must be able to reach you at the number you provide.)

Step 7: Do you have additional dependents?

Yes No

7a) If yes, then please use the box below to enter the first and last name of **each** additional dependent. For **each** additional dependent, please indicate whether he or she is best described as a spouse (husband/wife) or a child that is under 18 years old.

Step 8: Do you wish to take International English?

Yes No

8a) If no, please include an Official TOEFL 53 ibt or a 5.5 IELTS score when you submit this fillable form.

Step 9: What major would you like to have listed on your I-20?

Step 10: Use the following link to download the transfer form. Complete this form and then give it to your International Advisor/DSO and request that it be mailed to Lane. <http://www.lanecc.edu/international/documents/TransferInForm.pdf>

Step 11: How long do you want to study at Lane?

- 1 Term (3 months)
- 2 Terms (6 months)
- 1 Academic year (9 months)
- Until I complete an Associate's degree (2 years)
- English Program and Associates degree (3 years)

Step 12: Who will provide your financial certification?

- Personal Savings
- Family Member
- Sponsor
- Scholarship

Step 13: Please enter the name on the bank statement and/or the organization that is providing the sponsorship/scholarship letter.

Step 14: Please review the following statements.

- 1) I will have sufficient funds available to pay all of my necessary expenses as indicated in this form and will also be able to pay for travel from and to my home country.
- 2) I understand that Lane Community College does not provide financial assistance for international students and that the U.S. Department of Immigration does not permit international students to work, except under unusual circumstances.
- 3) I understand that for each additional dependent, I must have an additional \$3,000 United States Dollars.

I hereby certify that I understand and agree with the cost statements (**Step 14: 1, 2, 3**) listed above.

Yes, I agree with the cost statements listed above.

Date: _____ Signature: _____