INTERNATIONAL APPLICATION & ENROLLMENT CHECKLIST

Selective Programs – CVT, DMS, MRI, NDT, and ST

Stage 1: Submit the Admissions Application for International Students

- ☐ **Online Application:**
  https://aim-web.scansoftware.com/cafeweb/tapestry?page=International%20Students

Stage 2: Prepare for Your Application Appointments

- ☐ **Confirm your passport and the passports for all dependents (if any) are valid** (*expiration date is in the future*).
- ☐ **Begin collecting your financial support documentation** (*e.g., bank statements, sponsor statement of support, proof of loans, etc.*).
- ☐ **Prepare your proof of English proficiency by completing one of the following:**
  - Have your TOEFL or IELTS score report sent directly to AIMS (test date must be within the past 2 years).
  - Schedule the TOEFL or IELTS exam, and have the results sent directly to AIMS.
  - Request a waiver by submitting the English Proficiency Waiver Form to AIMS.
- ☐ **Request evaluations from a credential evaluation company that is a member of** NACES **or** AICE**.**
  1. A general document evaluation of your high school diploma (grade 12); AND
  2. Course-by-course evaluations for all college transcripts

  *The evaluation must be sent directly to AIMS from the evaluation company. The Evaluation Company (TEC) is a preferred vendor for AIMS.
- ☐ **Request one recommendation letter.**
  - The letter must be typed, signed, and specify your program of interest. All letters must be in English or accompanied by an English translation.
  - Professional or academic reference letters recommended (e.g., supervisors, coworkers, teachers, coaches, professors, etc.)
- ☐ **Confirm you have basic computer skills and meet the minimum technology requirements.**
  https://aimseducation.edu/minimum-technology-tequirements
- ☐ **Contact the admissions department to schedule your online entrance exam, pre-screening interview, and application interview** (*each step must be scheduled separately and will take place on different dates*).
  1. Schedule and pass the entrance exam. A $28 fee will be charged by Live Proctoring by Meazure Learning for live proctoring.
  2. Schedule and complete your pre-screening interview.
  3. Schedule your application interview.
- ☐ Prepare for the entrance exam with the ACCUPLACER test guide provided by AIMS.

Stage 3: Submit Required Documents Before Your Application Interview

- ☐ Recommendation letter, statement of purpose, and resume
- ☐ Passport ID Page for you and all dependents (if any)
  - Upload a clear, full-color image of each passport ID page (minimum 1000 x 700 pixels), ensuring all text is readable, the entire page is visible, and no edges are cut off.
- ☐ General evaluation of high school diploma (grade 12) and course-by-course evaluations for all college transcripts
  - If your course-by-course evaluation confirms a completed college degree, you do not need to submit a general evaluation of your high school diploma.
- ☐ Proof of English Proficiency
- ☐ Proof of Financial Ability

**All steps of the application procedure must be completed prior to the application deadline. Incomplete applications will not be reviewed. Applicants may be considered for early admission if their applications are submitted at least 30 days before the deadline.*

Stage 4: Complete After Acceptance

- ☐ **Email the International Student Services Team at iss@aimseducation.edu to:**
  - Inform them that you are an international student.
  - Confirm your eligibility to receive a Form I-20 after enrollment.
- ☐ **Schedule an appointment for a physical exam with your local doctor.**
  - Carefully read the instructions in Student Health Packet A. All required health forms, including the physical exam and proof of immunizations, must be uploaded to Magnus Health by the first day of class. If additional vaccine doses are needed, deadlines will be provided in Magnus Health.
  - Your healthcare provider must complete the Physical Examination Form included in Student Health Packet A. All immunization records must be in English or accompanied by a certified English translation.
  - It is strongly recommended that you submit all health documents before traveling to the United States. This allows time to correct any missing or incorrect information with your doctor. If your documents are incomplete or inaccurate upon arrival, you will be required to obtain a new physical exam and/or updated immunization records in the U.S. at your own expense.
- ☐ **Contact the admissions department to schedule your enrollment appointment.**
  - Students who are accepted into their program of choice have two weeks to confirm their enrollment and schedule an enrollment appointment.
  - It may take up to 1.5 hours for this appointment, so plan accordingly.
- ☐ **Pay the $200 administrative fee.**
  - You must pay the $200 administrative fee through the student portal at least one day before your enrollment appointment. The payment option will become available in your portal no later than 24 hours before your scheduled appointment.

- ☐ **Complete the enrollment process.**
  - All enrollment appointments must be completed within four weeks of the acceptance notification.
  - On the day of your enrollment, check your email for the enrollment documents from DocuSign and Adobe Sign, join your virtual enrollment meeting, and complete the signing process.

Stage 5: Complete After Enrollment

- ☐ **Request your Form I-20.**
  - Email the International Student Services (ISS) Team at iss@aimseducation.edu to request your Form I-20.
- ☐ **Schedule a virtual meeting with the International Student Services Team.**
  - Confirm all of your personal information and program information is accurate before the Form I-20 is issued. Inaccurate information on your I-20 may result in the denial of your student visa.
- ☐ **Apply for Your F-1 Visa.**
  - Once you receive your Form I-20, you will be eligible to apply for an F-1 student visa through the U.S. Embassy or Consulate in your home country. This process includes:
    - Paying the SEVIS I-901 fee – https://fmjfee.com
    - Completing the DS-160 visa application – https://ceac.state.gov/CEAC
    - Scheduling and attending a visa interview at your nearest U.S. Embassy or Consulate
    - Bringing your Form I-20, acceptance letter, proof of financial support, and other required documents to your visa appointment.

  For more information, visit the U.S. Department of State's Student Visa page:
  https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html
- ☐ **Submit your health documents in Magnus Health.**
  - Read the instructions in Student Health Packet A and submit all required health documents (physical exam and proof of immunizations) in your Magnus Health portal.