## Admissions Process Checklist

<table>
<thead>
<tr>
<th>Semester</th>
<th>Admissions Deadline</th>
<th>Admissions Deadline EXTENDED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td>May 9th, 2016</td>
<td>□ ________ (enter date)</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>August 8th, 2016</td>
<td>□ ________ (enter date)</td>
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<tr>
<td>Spring 2017</td>
<td>December 26th, 2016</td>
<td>□ ________ (enter date)</td>
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</tbody>
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1. Submit the Application Form
2. Pay the Non-Refundable Application Fee ($50 USD)
3. Submit Copy of Degrees Earned (Bachelors and higher)
4. Mail Official Transcripts of Academic Coursework and Degrees Earned
   - US Institution Transcripts must only be submitted. Transcripts from schools that are overseas do not need to be submitted.
   - Transcripts may be submitted via e-transcript directly from your current school.
5. Submit Copy of Three Letters of Recommendations
   - 1 Letter of Recommendation must be from Academia
6. Submit a Copy of State ID/Drivers License

**International Student Applicants [Must submit following materials as well]**

7. WES or ECE Evaluations
   - If highest level degree is not from the United States
   - Original evaluations should be mailed directly to the school
   - Students who have a degree from the U.S. are waived of this requirement
8. Submit Copy of Passport
9. Submit Copy of Visa
10. Submit Copy of I-94 (if applicable)
11. Submit Copy of I-20s issued (if applicable)
12. Submit Original Bank Financial-Institutional Letter
   - Do not submit your monthly bank statement!
   - Financial documents must be original with the bank seal
   - Amounts must be given in USD. Students must show $20,000
13. Submit English Proficiency Test Scores (TOEFL 80iBT/IELTS 6.5)
   - Students who have a degree from the U.S. are waived of the requirement

Many documents can be emailed to office@ksi.edu. Financial statements and degree evaluations cannot be emailed. Expect an answer within 10 days of submitting your application and any necessary supplemental documentation. **International Students**: English Proficiency is proven when a student submits a TOEFL score of 80iBT or higher or an IELTS score of 6.5 or higher.