

## INTERNATIONAL STUDENT BOOKLET

### This Booklet Contains:

Admissions Policies  
& Procedures

Financial  
Information

Areas of  
Degrees

Immigration  
Regulations

General  
Requirements

Estimate  
of Expenses

Sponsor's  
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Form

### Introduction

This packet provides general information about Lee University for students applying from countries other than the United States. Lee University welcomes applications for admission from all countries.

If you apply to Lee University, it is important to complete the application well in advance of the proposed date of entry to the United States.

### Accreditation

Lee University is accredited by the Commission on Colleges of the Southern Associations of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097; Telephone number is 404-679-4501) to award bachelor's degrees and master's degrees.

### General Information

Lee University is a comprehensive Christ-centered university with an enrollment of more than 5,000 students. Lee is a fully accredited liberal arts institution with bachelor degrees available in more than 50 majors and more than 120 programs of study, as well as 16 master's degree programs. Lee is the third largest of Tennessee's 34 accredited private colleges and universities. Cleveland is a city of about 41,000 people, and is located in east Tennessee, thirty miles northeast of Chattanooga (metro population of more than 500,000 people). The climate is moderate, with average temperatures ranging from 29 degrees Fahrenheit in winter to about 90 degrees Fahrenheit in the summer.

### A Note from the Vice President for Enrollment

Greetings from the United States! Thank you for your interest in Lee University, and I am excited that you are exploring the possibility of becoming a student here!

Please read this entire International Student Booklet, as you will find information that will be very helpful in the application process. In addition, I encourage you to review the Lee University website on the Internet at [www.leeuniversity.edu](http://www.leeuniversity.edu). We have committed an entire section to the international application process, and I believe you will find it very beneficial.

Thank you once again for your interest in Lee, and please feel free to contact the Admissions office if you have any questions.

Cordially,



Vice President for Enrollment

## Undergraduate Admissions Policies and Procedures

To apply for admissions to Lee University, the following materials must be submitted to the Admissions Office:

1. Completed application form.
2. \$25.00 U.S. dollars nonrefundable application fee. Checks drawn from overseas banks are not accepted. International money orders are suggested.
3. Official records of previous academic work, copies must be certified as true copies by an official of the educational institution. Official secondary school or preparatory school records. **All transcripts must be in English.**
4. The official language at Lee University is English. A TOEFL (Test of English as a Foreign Language) score must be officially reported by the Education Testing Service if the applicant is from a non English-Speaking country (Lee University's institutional number is 1401). The TOEFL is given frequently at centers around the world. Further information can be obtained online at [www.toefl.org](http://www.toefl.org). A minimum score of **450** (written) or **45** (internet) on the test is required for admissions consideration. Official SAT scores from College Board are also accepted. You may visit their website at [www.collegeboard.com](http://www.collegeboard.com).
5. A sponsor's guarantee form and bank statement, documenting that there is sufficient financial resources for two semesters of study including travel expenses. This is a **United States government regulation** that is strictly enforced by Lee University. Financial Aid is not available to international students due to this requirement. A signed Estimate of Expenses form, which is provided in this packet, is also required.
6. A housing deposit of \$200.00 U.S. dollars is required to reserve a room on campus.

No action will be taken on application until all required documents have been received. Applicants should submit paperwork well in advance of the date of entry. The I-20 visa will be sent with the acceptance letter after all the paperwork has been approved.

## Academic Records Required From Each Applicant

1. **From Africa:**  
Official secondary school or preparatory school records and West African School Certificate of Education.
2. **From East and Southeast Asia:**  
Official secondary school or preparatory school records.
3. **From Europe:**  
Official preparatory school records, Gymnasium, Real Schule, Lycee or Liceo records. These should be arranged chronologically indicating the number of weeks and the number of hours per week of instruction with the grades received. A certificate or photostatic copy of the Certificate of Maturity and Abitur should be furnished.
4. **From India and Pakistan:**  
Certified true copies for each year of schooling completed beginning with the secondary school of leaving Certificate (Matriculation Certification) and continuing through the final year of the highest degree received. These must show courses taken, marks received, and maximum possible marks for each course.
5. **From Central and South America:**  
Official high school or preparatory school records, together with the government matriculation certificate of Diploma of Bachelor. These records should be in arranged chronologically and should also include the number of hours of instruction and the grades received.
6. **From the Middle East:**  
Official secondary or preparatory school records.

# Degree Offerings

## COLLEGE OF ARTS AND SCIENCES

### Behavioral and Social Sciences

- BA Anthropology
- BA Psychology
- BA Psychology (Teacher Licensure, Grades 9 – 12)
- BA Sociology

### SCHOOL OF BUSINESS

- BS Accounting
- BA Business Administration (Finance Emphasis)
- BS Business Administration (Finance Emphasis)
- BA Business Administration (International Business Emphasis)
- BS Business Administration (International Business Emphasis)
- BA Business Administration (Management Information Systems Emphasis)
- BS Business Administration (Management Information Systems Emphasis)
- BA Business Administration (Management Emphasis)
- BS Business Administration (Management Emphasis)
- BA Business Administration (Marketing Emphasis)
- BA Business Administration (Nonprofit Management Emphasis)
- BS Business Administration (Nonprofit Management Emphasis)
- BS Business (Teacher Licensure in Business Technology, Grades 7 – 12)
- BA Healthcare Administration
- BS Healthcare Administration
- BS Information Systems (Development Emphasis)
- BS Information Systems (Operations Emphasis)

### Communication Arts

- BA Communication (Communications Studies/Pre-Grad)
- BA Communication (Advertising)
- BS Communication (Teacher Licensure, Grades 7 – 12)
- BA Public Relations
- BA Cinema
- BS Cinema
- BA Digital Media Studies (Journalism)
- BS Digital Media Studies (Journalism)
- BA Digital Media Studies (Studio Production)
- BS Digital Media Studies (Studio Production)
- BA Theatre
- BA Theatre (Teacher Licensure, Grades K – 12)

### Language & Literature

- BA English (Literature Emphasis)
- BA English (Writing Emphasis)
- BA English (Teacher Licensure, Grades 7 – 12)
- BA French
- BA French (Teacher Licensure, Grades 7 – 12)
- BA Spanish SPNSH.BA
- BA Spanish (Teacher Licensure, Grades 7 – 12)
- BA Interdisciplinary Studies

### History, Political Science & Humanities

- BA Art (Studio Emphasis)
- BS Art (Visual, Teacher Licensure, Grades K – 12)
- BA Classics
- BA History
- BS History (Economics Emphasis – Teacher Licensure, Grades 7-12)
- BS History (Political Science Emphasis – Teacher Licensure, Grades 7-12)
- BA History (Teacher Licensure, Grades 6-12)
- BA Humanities
- BA Political Science
- BA International Studies
- BS Public Administration

### Mathematical Sciences

- BS Mathematics
- BS Mathematics (Actuarial Sciences)
- BS Mathematics (Pre-Engineering)
- BS Mathematics (Teacher Licensure, Grades 7-12)

### Natural Sciences

- BS Biochemistry
- BS Biochemistry (Pre-Professional Emphasis)
- BS Biological Science
- BS Biological Science (Teacher Licensure, Grades 7 – 12)
- BS Biological Science (Pre-Professional Emphasis)
- BS Chemistry
- BS Chemistry (Teacher Licensure, Grades 7 – 12)
- BS Health Science (Allied Health Emphasis)
- BS Health Science (Pre-Nursing Emphasis)
- BS Health Science (Pre-Physical Therapy Emphasis)
- BS Health Science (Pre-Physician Assistant Emphasis)

## HELEN DEVOS COLLEGE OF EDUCATION

### Health, Exercise Science & Secondary Education

- BS Exercise Science
- BS Exercise Science (Pre-Athletic Training Emphasis)

- BS Physical Education (Recreation Emphasis – Non Licensure)
- BS Health/Wellness Education (Teacher Licensure, Grades K – 12)
- BS Sports Management

### Early Childhood, Elementary & Special Education

- BS Human Development/Early Childhood (Teacher Licensure, Grades PreK – 3)
- BS Interdisciplinary Studies (Teacher Licensure, Grades K – 6)
- BS Early Childhood/Interdisciplinary Studies Dual (Teacher Licensure, Grades PreK-3 and K-6)
- BS Human Development (Business Emphasis – Non-Licensure)
- BS Human Development (Asian Studies Emphasis – Non-Licensure)
- BS Middle Grades Education (Teacher Licensure, Grades 6 – 8)
- BS Special Education (Early Childhood, PreK-3 Licensure)
- BS Special Education (Interventionist I & II, K-6 and 6-12 Licensure)
- BS Special Education (Comprehensive Disabilities, K-12 Licensure)
- BS Special Education (Support Services – Non-Licensure)

### SCHOOL OF MUSIC (\*Audition and acceptance required)

#### Instrumental

- BA Music (Instrumental)
- BA Music (Piano)
- BM Church Music (Instrumental)
- BM Church Music (Piano)
- BM Instrumental Performance
- BM Piano Performance
- BME Music Education (Instrumental, Teacher Licensure, Grades K – 12)
- BME Music Education (Piano, Teacher Licensure, Grades K – 12)
- BME Music Education (Piano/Inst, Teacher Licensure, Grades K – 12)
- BS Music – Business Emphasis (Instrumental)
- BS Music – Business Emphasis (Piano)

#### Vocal

- BA Music
- BM Church Music
- BM Vocal Performance
- BME Music Education (Vocal/General Teacher Licensure, Grades K – 12)
- BS Music – Business Emphasis

### SCHOOL OF NURSING

#### Nursing

- BS Nursing – Traditional Track

### SCHOOL OF RELIGION

#### Theology

- BA Biblical & Theological Studies
- BA Biblical & Theological Studies (Ministry Studies Emphasis)

#### Christian Ministries

- BA Discipleship Ministry
- BS Discipleship Ministry
- BA Discipleship Ministry (Vocational Emphasis)
- BS Discipleship Ministry (Vocational Emphasis)
- BA Youth Ministry
- BS Youth Ministry
- BA Pastoral Ministry
- BS Pastoral Ministry
- BS Pastoral Ministry (Vocational Emphasis)
- BA Intercultural Studies (Missiology)
- BA Intercultural Studies (Urban Missiology)
- BA Intercultural Studies (Vocational Emphasis)

\* Declaration of any Music major requires audition and full acceptance by School of Music. Withdrawal from any Music major requires the signature of the Dean.

### GRADUATE DEGREES

- Master's in Athletic Training
- Master of Arts in Teaching
- Master of Arts in Biblical and Theological Studies
- Master of Arts in Ministry Studies
- Master of Business Administration (MBA)
- Master of Music in Conducting
- Master of Music/Worship
- Master of Education
- Master of Science in Higher Education Administration
- Master of Science in Marriage and Family Studies
- Master of Science in Marriage and Family Therapy
- Master of Science in School Counseling
- Master of Science in Holistic Child Development
- Master of Music Education
- Master of Music Performance
- Education Specialist
- Doctor of Nursing Practice

# Immigration Regulations

The United States Citizenship and Immigration Services (USCIS) is a part of the United States Department of Homeland Security. The USCIS is responsible for enforcing the U.S Immigration Law and regulations. While you are in the United States as a nonimmigrant, there are certain regulations of which you must be aware. The information presented here will help you understand these regulations and enable you to maintain your legal status.

The USCIS office having jurisdiction over the Cleveland area is located in Memphis, Tennessee; however, it is usually unnecessary for a student to personally visit the USCIS office. The International Admissions Advisor does not work for the USCIS; she works for the university. As a university employee she will be your liaison with USCIS.

All Visa and Immigration questions should be directed to Renee Williams at [rwilliams@leeuniversity.edu](mailto:rwilliams@leeuniversity.edu) or 423-614-8518.

## TRAVEL DOCUMENTS WITH WHICH YOU SHOULD BE FAMILIAR

### Passport

Passports should be kept valid for at least six months into the future. Your passport can be renewed by an official of your home country consulate in the United States.

### U.S Visa

Stamped in the passport booklet by a U.S. Consular officer abroad, the visa indicates the period during which a visitor may enter the United States and the number of entries permitted. The stamp may only be obtained outside the U.S. The date on the visa stamp does not govern the length of time the visitor may remain in the U.S. after entering.

### Form I-94

U.S. Customs and Border Patrol maintains records of the student's arrival and departure. The form I-94 can be printed through the CBP website at [www.cbp.gov](http://www.cbp.gov).

### Form I-20

When a student has been admitted to a college or university in the U.S., a form I-20 (Certificate of Eligibility) is issued. The student presents the Form I-20 to the U.S. Consular Office to obtain an F-1 visa. The I-20 must be signed before the student exits the U.S. in order for re-entry to be permitted. This form should not be surrendered when leaving the U.S. for a temporary absence.

# FINANCIAL INFORMATION

## Costs

Before admission can be granted, an applicant must provide proof of sufficient funds for the first twelve months of enrollment. The required amount for the current school year is:

Year	Per Semester	Per Academic
Maintenance Fees and Tuition	\$9,385	\$18,770
Books, Supplies, etc.	\$ 600	\$1,200
Meals	\$1,940	\$3,880
Average Dorm/Room	\$2,200	\$4,400
Transportation/Personal	\$1,750	\$3,500
	<b>Total Budget</b>	
	<b>\$15,875</b>	<b>\$31,750</b>

**Note:** This is a relatively conservative estimate for a student who budgets carefully and will be sharing living quarters with another student. These amounts do not take into account such expenses as recreation, telephone services, local travel, personal items, or automobile expenses.

## Deferred Payment Plan

There is a \$100 fee for this service. Any full-time, on-campus student desiring to participate in the university deferred payment plan is **required to pay a \$6,900 downpayment at registration** and the balance of the semester charges in two equal payments as follows:

### Fall Semester

First Payment by September 30

Second Payment by October 31

### Spring Semester

First Payment by February 28

Second Payment by March 31

## Housing

Lee University is primarily a residential campus. All single, nonresident undergraduate students are required to live in university residence halls. **A \$200 deposit is required to reserve a room.** Room assignments are made based on date of receipt of housing deposit. Graduate students are not required to live on campus, but must submit an off-campus application.

## Food Service

Lee University offers a complete dining service with several locations on campus. The menu is posted monthly. Freshmen are required to participate in the meal plan.

# ESTIMATE OF EXPENSES

## Fall and Spring Semesters

	Per Semester	Per Academic Year
Maintenance Fees and Tuition	\$9,385	\$18,770
Books, Supplies, etc.	\$ 600	\$1,200
Meals	\$1,940	\$3,880
Average Dorm/Room	\$2,200	\$4,400
Transportation/Personal	\$1,750	\$3,500
<b>Total Budget</b>	<b>\$15,875</b>	<b>\$31,750</b>

**NOTE: For families, please add \$4,000 for a Spouse, \$2,500 per dependent**

The dollar figure listed above seems to be adequate for most international students; however, these figures will vary according to the student's living accommodations, special fees incurred for different majors or services, and individual money management ability.

I \_\_\_\_\_, certify that I have read and understand the above financial statement. I further certify that I have financial resources to adequately cover the above costs during the **entire period of my stay** in the United States. Documentary evidence showing my means of support is enclosed (Sponsor's Guarantee Form and bank statement).

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

**No action can be taken on your application until this form is received.**

# Sponsor's Guarantee Form

Lee University has no financial loans for undergraduate international students. Students must therefore show sources of funding for all expenses during their entire period of study. Students who will not be able to cover their expenses are advised not to apply for admission. Please complete this form accurately. **NO FAXES, PHOTOCOPIES, OR SCANNED DOCUMENTS WILL BE ACCEPTED. PLEASE COMPLETE A, B, OR C AND PROVIDE ORIGINAL BANK STATEMENT OF SUPPORT. One or more of the following support sources must be indicated with a check in the box provided.**

## A. PERSONAL FUNDS

I am providing a currently dated and signed letter (original) from my bank verifying the amount available to me from my own funds. Additionally, I am verifying in the attached bank statement that I have available for the first two semesters, US \$4,000 for my spouse and US \$2,500 for each child in addition to the US \$31,750 for myself as a student.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## B. SPONSOR (S)

Sponsor's Name: \_\_\_\_\_ Relationship to the applicant: \_\_\_\_\_

Sponsor's Address: \_\_\_\_\_  
\_\_\_\_\_

Provide a currently dated and signed letter (ORIGINAL) from your sponsor's bank verifying the amount of his/her funds.

The following is to be signed by your sponsor(s):

I, \_\_\_\_\_, promise to provide all educational (tuition, fees, insurance) and living expenses for \_\_\_\_\_, during his/her entire period of study at Lee University and certify that I have sufficient funds to cover the minimum cost of the first two semesters at Lee. As verification, **I am providing the applicant with a certified bank statement in English, showing my current balance on deposit of at least \$31,750.** If the applicant plans to bring his/her spouse and/or children, I will also provide full financial support for them for the duration of the student's education at Lee University. Additionally, I am verifying in the attached bank statement that I have available for the two semesters, US \$4,000 for his/her spouse and US \$2,500 for each child, in addition to the US \$31,750 for the student.

Signature of Sponsor(s) \_\_\_\_\_ Date \_\_\_\_\_

**Important:** Attach original or certified bank statement in English

## C. YOUR GOVERNMENT

Print name of agency: \_\_\_\_\_

Enclose with this form an original and currently dated documentation of your award. This letter must state that you are authorized to pursue your degree at Lee University and the amount of your award.

## D. OTHER

Please attach explanation of source.

If you are bringing dependents, please complete the table below. Total number of dependents \_\_\_\_\_

### Estimated Costs per Academic Year

Below are minimum amounts that one student can expect to incur. These amounts are subject to change without notice. Annual increases can be anticipated.

Tuition and Fees	\$18,770
Books	1,200
Meals	3,880
Average Dorm/Room	4,400
Personal Expenses	3,500
	\$31,750 total

Last Name	First	Middle	Date of Birth (M/D/Y)	Place of Birth	Relationship to Student

You must be familiar with the regulations of your government for sending money to the United States and arrange to have necessary funds available at the beginning of each semester.

# GENERAL REQUIREMENTS

## Upon Arrival to the United States

You must bring all of your travel documents to the Admissions Center when you arrive on campus. Copies will be made of all this information in case they are lost or damaged.

## Full Course of Study

Immigration regulations require students in F-1 status to complete a full course of study during each fall and spring semester. Students are not required to register for classes during the summer session. A full course of study for an undergraduate student is at least 12 semester hours. All students must complete General Education core classes including a minor in Religion.

## Passport Validity

Immigration regulations specify that the passport be kept valid six months into the future. The passport can be renewed by the embassy of your home country. Letters certifying enrollment in the university are available from the Office of Student Records.

## Travel Outside the United States

International students who travel out of the United States must have all of their immigration paperwork in their possession. This includes a valid visa, passport and I-20 form. The I-20 form must be signed by a Designated School Official prior to departure. This should be done at least one week before travel.

## Transfer Process

To be eligible to transfer from one U.S. institution to another, you must be a full-time student. If you have completed 16 or more semester hours, then you will need only an official transcript of that work in addition to the financial support documentation.

## Employment

Immigration regulations prohibit off-campus employment of any kind. There are certain occasions when this work may be authorized. Students should communicate with the Admissions Office if interested. F-1 students are allowed to work up to twenty hours per week in an on-campus job.

## Practical Training

Work experience related to your course of study may be authorized under certain conditions. This must be approved by the Designated School Official and the U.S. Department of Homeland Security.

**An International Student is in violation of status if he is not enrolled full-time each semester, if he fails to obtain an extension of stay (if required), if he does not receive permission to transfer to schools, or if he works off-campus without authorization.**

## Lee University Admissions

P.O. Box 3450 ~ Cleveland, TN 37320-3450

[www.leeuniversity.edu](http://www.leeuniversity.edu)

Email: [admissions@leeuniversity.edu](mailto:admissions@leeuniversity.edu)

Phone 423-614-8500 / Fax 423-614-8533