



Processing Checklist

Welcome to Help International Student Agency. Dedicated to serve our International Students, we have outlined the steps that will walk you through the processing. Please take a few minutes to review the information below to insure a smooth transition to your desire to come study in the United States.

o Step 1: Complete the Eligibility Form Online

You may retrieve your eligibility form online at <http://www.helpinternationalstudent.com>

o Step 2: Application Submission Upon Qualification

If you are eligible, you must submit a “Complete Application Package” to Help International Student Department. HIS Department will not accept incomplete packages. Please make sure your application includes all the following items:

1. International Students application and a \$750.00 first-payment non-refundable fee.

Note: The fee should be paid with a Check, Money Order, Online, or Direct Deposit payable to Help International Student.

2. A copy of your passport.

3. A Certificate of Good Conduct from the Police Department in your Country.

4. A bank letter showing an account with minimum \$, US dollars, or equivalent. (Total amount will depend on the school upon acceptance; therefore, students will be noticed once)

Note: If the bank account does not belong to the student, the sponsor needs to submit a notarized affidavit of support.

5. High school certificates or diplomas and other diplomas (Some schools requires Originals; therefore, student will be noticed upon acceptance)



Note: An official English translation could be required for each document from some countries.

Note: University Transcripts should be sent by the respective University to the Help International Student if required.

ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE OUTLINED BY THE HELP INTERNATIONAL STUDENT SERVICES DEPARTMENT. INCOMPLETE FILES WILL NOT BE PROCESSED.

o **Step 3: Final Payment and Set-up a pick-up for your package from the HIS Department**

As soon as your process is complete the HIS Department will contact you to send the International Students processing fee which is \$750.00 last-payment non-refundable, and to collect a package which includes the I-20 form and the SEVIS receipt from the US immigration, the acceptance letter from the school of your admission, your original documents (if applicable), and your receipt for the whole process. You must be taken to the Embassy in your home country the I-20 form and SEVIS receipt, and the acceptance letter from your school.

For any questions or concerns, please feel free to contact the Help International Student Department.

Help International Student.

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