

International Admissions Application for Kaplan Medical Programs in the United States

FOR AGENCY USE

Agency Name: _____ Agent Representative Name: _____
 Agency Email Address: _____ Agency Telephone: _____
 Agency Street Address: (Post Office Boxes cannot be accepted) _____
 City: _____ State/Province: _____ Country: _____ Postal Code: _____

Student Information

This information must exactly match the student's passport.

Family/Last Name: _____ First/Given Name(s): _____
 Middle Name(s): _____
 Date of Birth (Day/Month/Year): _____ Male: _____ Female: _____
 Country of Birth: _____ Country of Citizenship: _____
 Email Address: _____ Telephone: _____
 Medical School Name: _____ Country: _____

International Home Country Address (Post Office Boxes cannot be accepted.)

Street Address: _____
 City: _____ State/Province: _____ Country: _____ Postal Code: _____

Shipping (Books)

Books are shipped upon receipt of payment in full. If you cancel your enrollment after the books have been shipped, the shipping fee is non-refundable. Shipping fees: \$20 USD to addresses within the United States. \$50 USD to addresses in Canada and Puerto Rico. \$85 USD to all other addresses.

Please send my books to: _____ My home country address _____ The Kaplan center where I will study. _____ My Agent (if applicable)

Program Selection: Further program details and the current schedule can be found at <http://www.kaptest.com/medical-prep/usmle>

USMLE Step 1 (Basic Sciences)

Step 1 – Individual programs

Qbank: 1 or 12 months (no I-20)
 Live: 7 or 14 weeks (I-20 eligible)
 In Center: 4, 7 or 10 months (I-20 eligible)
 On Demand: 4, 7 or 10 months (no I-20)

Step 1 Plus programs – complete two lines

Live (7 or 14 week) + In Center (4, 7 or 10 months)
 Live (7 or 14 week) + On Demand (4, 7 or 10 months)
 Live Online + In Center (4, 7 or 10 months)
 Live Online + On Demand – 4 month (no I-20)

USMLE Step 2 CK (Clinical Knowledge)

Step 2 CK – Individual programs

Qbank: 1 or 12 months (no I-20)
 Live: 6 week (I-20 eligible)
 In Center: 4 or 7 months (I-20 eligible)
 On Demand: 4 or 7 months (no I-20)

Step 2 CK Plus programs – complete two lines

Live (6 week) + In Center (4 or 7 months)
 Live (6 week) + On Demand (4 or 7 months)
 Live Online + In Center (4 or 7 months)
 Live Online + On Demand – 4 month (no I-20)

USMLE Step 2 CS (Clinical Skills)

5 Day (no I-20)
 1 Day Practice Test (no I-20)
 Live Online (no I-20)

USMLE Step 3

(Proof of passing scores on Steps 1 and 2 required for I-20)

Step 3 – Individual programs

Qbank: 1 or 12 months (no I-20)
 Live: 12 days (no I-20)
 In Center: 3 months (I-20 eligible)
 On Demand: 3 months (no I-20)

Step 3 Plus programs – complete two lines

Live (12 day) + In Center (3 months)
 Live (12 day) + On Demand (3 months)
 Live Online + In Center (3 months)
 Live Online + On Demand – 3 month (no I-20)

Locations

Chicago, IL (CS)
 Houston, TX

Manhattan, NY
 Miami, FL

Newark, NJ (CS)
 Pasadena, CA (CS)

Washington, DC

For Plus Programs: Complete TWO lines below. One for the In Center location and start date, and one for the Live location and lecture start date or Live Online date. For Plus Programs, the start and end date of the lectures must begin and end during the specified program length. Start dates for all programs must occur within 7 months of submitting this application. If you cannot begin the program within 7 months your enrollment will be cancelled and any tuition paid will be refunded according to the Terms and Conditions.

Exam: _____	Program Name: _____	Duration: _____	Location: _____	Start Date (DA/MO/YR) _____
Exam: _____	Program Name: _____	Duration: _____	Location: _____	Start Date (DA/MO/YR) _____
Exam: _____	Program Name: _____	Duration: _____	Location: _____	Start Date (DA/MO/YR) _____
Exam: _____	Program Name: _____	Duration: _____	Location: _____	Start Date (DA/MO/YR) _____
Exam: _____	Program Name: _____	Duration: _____	Location: _____	Start Date (DA/MO/YR) _____
Exam: _____	Program Name: _____	Duration: _____	Location: _____	Start Date (DA/MO/YR) _____

Calculate Fees and Tuition

Application Fee.	\$ _____	<i>This \$200 USD non-refundable fee is required for those that need visa assistance.</i>
Installment Billing Fee*	\$ _____	<i>This \$25 USD non-refundable fee is only required when a student chooses Installment Billing as their payment method.</i>
*(see payment section for eligibility details)		
Tuition	\$ _____	
Tuition	\$ _____	
Tuition	\$ _____	
Tuition	\$ _____	
Tuition	\$ _____	
Shipping Fee (Books)	\$ _____	<i>Per Step: \$20 USD within the United States. \$50 USD to Canada and Puerto Rico. \$85 USD to other addresses.</i>
Total Fees and Tuition	\$ _____	<i>Payment in full required for CS Course / Practice Exam and for those currently within the US that require visa assistance.</i>
Initial Payment Amount	\$ _____	<i>Payment made towards Fees and Tuition using the payment link. (See below).</i>
Balance Due	\$ _____	<i>Payment in full is required 28 days before the program start date. Payment in full is due DA/MO/YR: _____.</i>
_____ The student is responsible for the balance due.		
_____ The agency is responsible for the balance due (if applicable).		

Payment

Upon receipt and review of this application, a Kaplan Student ID number and **a link to a secure online Payment Form** for communicating payment information will be provided by e-mail. **Enrollments are confirmed AFTER Kaplan receives, verifies and processes the payment.** Payments are typically verified within five (5) business days.

For payments by Credit Card: If you are using a credit card that was issued by a bank outside the United States, please **notify your credit card company that you are authorizing this payment.** If you do not notify your credit card company in advance, it is very likely that the transaction will be declined by your credit card company.

The following information will be collected on Payment Form: The Kaplan Student ID number, the amount authorized (in USD), credit card type (Visa, MasterCard, American Express, or Discover), the credit card number, the credit card expiration date, the cardholder name, and the cardholder billing address, city and country.

For payments by Wire Transfer: Please send the wire transfer before completing the Payment Form. Please include the Student Name and Kaplan Student ID number in the wire transfer notes.

Wells Fargo bank, N.A.
ABA# 121000248
SWIFT Code: WFBUS6S
Account #: 4122097512
Account Name: KTPA Depository

The following information will be collected on the Payment Form: The Kaplan Student ID number, the payment amount that Kaplan will receive in USD after your bank deducts any related transfer fees, the bank name (that sent the transfer), the bank reference number, and the date of the transfer. Please be prepared to attach a PDF copy of the wire transfer receipt when completing the Payment Form.

Only for students in Mexico: Students must submit information for the factura upon enrollment for the course. Therefore, payment must be made directly to Kaplan Mexico in Mexican Pesos. **Kaplan Mexico will provide secure payment options via Banamex** for payment by Credit Card or wire transfer. The date of the factura will reflect the date the enrollment is processed. Kaplan cannot change this information.

*Installment Billing Information:

Eligible Programs

USMLE Live Steps 1 (7 and 14 week) and Step 2 CK.
USMLE Live Online (Steps 1, 2 CK and 3)
USMLE On Demand, In Center, Plus Programs
USMLE Step 2 CS – 5 Day Course

Students enrolling in Installment Billing for any of the above programs may place an initial payment followed by two equal subsequent payments for the balance, scheduled 30 days and 60 days after initial payment is processed. If you are an I-20 student the entire course balance must be paid no later than 28 days prior to course start date.

Visa Assistance

_____ I **do not** need visa assistance:

_____ I am a US Citizen.

_____ I will take an online course. I understand that no visa assistance is provided for online programs.

_____ I will take a Step 2 CS course. I understand that no visa assistance is provided for Step 2 CS programs.

_____ I **need visa assistance**.

_____ I will study in the US, and am currently within the US. My current visa type is: _____

_____ I will study in the US, and am outside the US and need a student visa. *A non-refundable application fee of \$200 is required.*

Health Insurance

Students that receive an I-20 must show proof of health insurance that is valid for the duration of their program.

_____ I **do** require health insurance through AVI, an independent insurance provider.

_____ I **do not** require health insurance through AVI. I will bring proof of my health insurance coverage with me on the first day of class.

Students studying on an I-20 from Kaplan are required to have adequate health insurance coverage for the entire enrollment period before beginning studies in the U.S. To meet this requirement, a student may purchase insurance through any reputable insurance provider or may wish to purchase through AVI, an independent company that offers an insurance plan for Kaplan students. There are additional fees for each dependent. Coverage will begin on the first day of purchase and will end on the last day of class. Insurance fees are non-refundable after the course start date has passed. If an I-20 student is not able to show proof of adequate coverage on the first day of class, he/she will be required to purchase insurance from AVI. Proof of adequate coverage includes an insurance membership ID card.

Shipping (I-20)

An admissions package that includes your Form I-20 will be shipped to you once we have determined that the supporting documents that you have provided meet eligibility requirements.

_____ Please send my admissions package to my home country address listed on page 1.

_____ Please send my admissions package to the alternate address listed here. (Post Office Boxes cannot be accepted.)

Street Address: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Dependents

Please provide the following information for each dependent (spouse or child under the age of 21) that will accompany you. List each name exactly as it appears on their passport. **Please provide a copy of each dependent's passport.** You and your dependant(s) will need to apply for visas at the same time or your visa may be delayed.

Family Name: _____ First Name(s): _____ Relationship: _____

Date of Birth (Day/Month/Year): ____/____/____ Country of Birth: _____ Country of Citizenship: _____

Family Name: _____ First Name(s): _____ Relationship: _____

Date of Birth (Day/Month/Year): ____/____/____ Country of Birth: _____ Country of Citizenship: _____

Family Name: _____ First Name(s): _____ Relationship: _____

Date of Birth (Day/Month/Year): ____/____/____ Country of Birth: _____ Country of Citizenship: _____

Please see the list of required supporting document for Visa Assistance on page 5.

STUDENT STATEMENT *(A signature and date are **required** below.)*

I, the undersigned, certify that the information that I have provided in the application is true and correct to the best of my knowledge. In case of illness or injury, I give permission to any appropriate medical facility to examine and treat me as necessary. Permission is also granted to release any and all information regarding my health to any individuals charged with my care and treatment. In submitting this application, I have read, understand, and accept all the terms and conditions of this contract as enumerated on page 4 of this application. **I-20 APPLICANTS:** I understand that I am personally responsible for my compliance with all USCIS regulations listed on page 2 of the I-20 Certificate of Eligibility if I have been issued an I-20 by Kaplan.

Signature of Applicant (or Guardian for applicants under 21) Electronic signatures cannot be accepted.

_____/____/____
Day Month Year

Terms and Conditions

Your purchase or use of products and services ("Programs") offered by Kaplan Test Prep, a division of Kaplan, Inc. ("Kaplan") and use of www.kaptest.com (the "Site") are subject to these terms and conditions. Please read the full terms carefully at <http://www.kaptest.com/terms-and-conditions.jhtml>.

Students must begin their program within seven months of the original program enrollment date. Once you have been enrolled in a program, new programs can only be purchased after all remaining balances for previous courses have been fully paid. Please communicate any and all changes as soon as possible to minimize visa delays and denials. Most changes will require a revised Form I-20. A \$50 fee will be charged for changes that results in a reissued Form I-20. If enrolling in a Plus Program the tuition balance for the second course must be paid no later than one year from enrollment or before the course start date (whichever occurs first).

Program Cancellation

- Fees (such as the application fee, shipping fees and Installment Billing fee) are non-refundable, regardless of the reason for cancellation.
- To qualify for a tuition refund, you must return all materials and ID cards. If your tuition was paid by a third party, any refund due will be paid to that third party. In no event may a refund exceed the amount that Kaplan received for the Program.
- Sessions are defined as the occurrence of a classroom session (On-Site, Anywhere/Live Online), usage of online resources (On-Demand, Q Bank, etc.), proctored exams or tutoring.
- Refunds are not available once a Program has ended or your online access has expired. Refund policies vary by Program. Visit <http://www.kaptest.com/refund-policy.jhtml> for information specific to your Program. Refunds may not be combined with free repeats under the Guarantee. To qualify for a refund you must return all Materials. Shipping, handling and other processing fees such as Installment Billing are non-refundable.

Deposit Policies for Step 1, Step 2 CK and Step 3 Programs:

- No deposits on extensions, Qbank or On Demand.
- \$1000 deposit is required on Products with 16 week LivePrep Component
- All other programs require a \$500 deposit for each course booked.

Changes to Start Date or Course:

- Once a deposit is made, courses or start dates can only be changed when a student has paid their remaining balance or has set up Installment Billing.
- Changes must be requested before the program date has passed.

Visa Denials:

- If your application for a student visa is denied, Kaplan will cancel your enrollment and refund you in accordance with our refund policies. (See Program Cancellation section). If you choose to reapply for a visa at a later date, you may complete a new application. If your subsequent application is submitted within 6 months of your initial application, Kaplan will waive the application fee on your subsequent application. You will be enrolled at current tuition rates at the time of the subsequent application.

For USMLE Plus Programs and In Center:

- Plus Programs students must choose a LivePrep program. Seats in LivePrep programs are limited. If you are placed on a waitlist, we will process only a deposit of \$500 (or \$1,000 Plus Programs that include 16 Week LivePrep). Once we have confirmed via e-mail that a seat is available for you, payment in full is required 28 days prior to the program start.

For USMLE LivePrep:

- Seats in LivePrep programs are limited. We will process your payment when we are able to confirm that a seat is available in the program you have requested. If you are placed on a waitlist, we will process only a deposit of \$500. Once we have confirmed via e-mail that a seat is available for you, payment in full is required 28 days prior to the program start.

For USMLE Step 2 CS:

- Seats in CS programs are very limited.
- Payment in full is required at the time of purchase. No deposits.
- Students must pick a specific location and course date at the time of enrollment.

For Live Online:

- Payment in full is required for program access and before books will be shipped.
- In the event you miss any sessions, and your enrollment includes access to the On Demand Video Lectures, you may review the appropriate topics in a pre-recorded format. These recordings are not of the Live Online sessions and may be presented by different faculty and/or in a slightly different format than those in the Live Online setting. If your enrollment does not include access to the On Demand Video Lectures there will be no opportunity to review content from any missed live sessions.

Required Supporting Documents for Visa Assistance

Document 1: Application

It is required that you complete, sign, and submit pages 1-3 of this International Admissions Application for Kaplan Medical Programs.

Document 2A: Financial Eligibility

Please submit proof of your financial eligibility in English. Translations must be signed by an official translator. Acceptable documents include: a copy of the student's, student's parent's, or sponsor's bank statement, or a bank letter on official bank stationery confirming that the funds required to meet the total cost of study are available. The date, account holder's name, currency and account balance must be identified, and the letter or statement must be dated within 180 days of the application. **Statements should reflect checking and/or savings accounts.** We **cannot accept** statements that reflect stocks, bonds, credit cards, real estate or other investments.

How to calculate the total cost of study:

	Step 1	Step 2 CK	Step 3	
Total Tuition and Fees	\$ _____	_____	_____	Calculate this total on Page 3 of this application.
Health Insurance	\$ _____	_____	_____	= \$115. USD per month X # of months of study Note: Insurance payments are non-refundable. Payment is due upon arrival.
Housing (student)	\$ _____	_____	_____	= \$1000. USD per month X # of months of study The actual amount will vary. You will make payment to your housing provider, not to Kaplan.
Housing (dependents)	\$ _____	_____	_____	= \$400. USD per dependent X # of months of study The actual amount will vary. You will make payment to your housing provider, not to Kaplan.
TOTAL	\$ _____	_____	_____	

Sample bank letter: (on bank letterhead)

(Date of Issuance)

Dear Kaplan Medical,

To support (insert Student's Name)'s application to study with your institution, we are providing the following information about his/her bank account:

Name on Account: (Insert name of account holder)
Type of Account: (Note whether the account is a checking or savings account)
Amount of Available Funds: (Enter the ending balance or amount of available funds)
Currency Type: (Enter currency type)

(Bank Employee's Signature)

(Bank employee's full name and contact information)

Document 2B: Letter of Support

If the proof of financial eligibility provided is not in the student's name, you will **also** need to submit a signed letter of support (in English) from the person whose name appears on the documentation provided.

Sample letter:

I certify the financial information and documentation submitted with this application for admission accurately reflects the financial support for the named student to study with Kaplan Medical Programs. My signature certifies that I accept responsibility for the payment of all fees and expenses associated with this student's enrollment with Kaplan. I make this statement for the purpose of assuring Kaplan Medical that the student named will not become a public charge in the U.S.

Name of sponsor (Printed in block letters or typed)

Signature of Sponsor

Name of Student (Printed in block letters or typed)

Day/Month/Year

Document 3: English Proficiency

Please submit **one** method of proving English proficiency. *Test names are registered trademarks of their respective owners ^ Test scores must be dated within 24 months of application

A minimum TOEFL® PBT score of 530^
A minimum TOEFL® CBT score of 197^
A minimum TOEFL® iBT score of 71^
A minimum TOEIC® score of 710^

A minimum IELTS® score of 5.5^
A degree from an American high school, college, or university
A letter, transcript or degree from a foreign college or university
attended that confirms English is/was the primary mode of instruction

Document 4: Scholastic Preparation

For admission to a preparation course for USMLE® program, you must provide an English transcript or diploma from a college or university showing proof that a course of study normally required for enrollment is in progress or has been completed. Translations must be signed by an official translator.

Document 5: Valid Passport Copy

Please provide a copy of your valid passport. Also provide a copy of the valid passport for any dependent that will accompany you.

Are you already in the United States?

You may be required to submit additional documentation and/or information.

All documents will be reviewed and evaluated for compliance by Kaplan International Admissions representatives.

How to submit your supporting documents:

Please submit all of your required supporting documents at the same time. The file size must be less than 5MB.

Please create each required document as its own PDF file. Please name the file: Your Last Name | Your First Name | The Requirement Number

Example file names for Mickey Mouse: *Mouse Mickey 1, Mouse Mickey 2A, Mouse Mickey 3, Mouse Mickey 4, Mouse Mickey 5*

What Happens Next?

Step 1: Pay the SEVIS I-901 Fee

Before you can obtain your F1 visa, you will be required to pay the SEVIS I-901 fee. This is a United States government fee. Please visit www.fmjfee.com/index.html to learn more about this fee and to make payment online. Please note, when making payment, remember to print a receipt of the transaction, since a receipt will be needed at the U.S. Embassy/Consulate when you request your F-1 visa.

Step 2: Apply for F1 Visa at the U.S. Embassy/Consulate

After making payment of the SEVIS fee above, you will need to visit the U.S. Embassy/Consulate to obtain your F-1 visa. For more specific information, please contact the Embassy/Consulate directly (<http://www.usembassy.gov/>), as regulations vary per country. You can also review <http://studyinthestates.dhs.gov/>. Remember, if you plan to bring dependants (i.e., spouse or child under 21 years of age) to the U.S., you should schedule the visa appointment for your family at the same time. This will help ensure that everyone can travel together and arrive to the U.S. in time for the start date.

Step 3: Book and Confirm Your Travel

Per U.S. immigration law, you will be allowed to enter the U.S. up to 30 days before the start date listed on your I-20. You can use this time to find housing, open a bank account, obtain transportation and otherwise get settled in the U.S. We strongly recommend you consider arriving as early as possible when booking travel, so you can get settled before your start date.

Step 4: Make Balance Due Payments

Tuition for individual courses must be fully paid no later than 28 days prior to the program start date. If you enrolled in a Prep Package, tuition for each component of your package must be paid no later than 12 months from the date of the first payment made on your Prep Package and no later than 28 days to the start date of each individual component, whichever is earlier. If you do not pay your balance in time, your enrollment and I-20 are subject to cancellation. Please enter your payment information at this secure webpage.

Step 5: Travel to the U.S.

Upon arrival to the U.S., you will need to be approved entry into the U.S. through the Port of Entry. To be approved, you (and your dependants) must possess a valid F visa, Form I-20 and passport. Make sure you hand carry these documents and do not check them in your luggage. If you lack any of these materials, you may be detained and/or denied entry. Upon entry to the U.S., Customs and Border Protection (CBP) will scan a traveler's passport, generating an electronic arrival record. This record is used to create your Form I-94. This is an important document so upon arrival you must create and keep it along with all other immigration paperwork, in a safe place. To create your Form I-94 after arrival please visit <https://i94.cbp.dhs.gov/i94/request.html>. If you receive a Form I-515A at the Port of Entry, you will be required to submit any/all missing documents to the government within 30 days. Please speak to your center DSO immediately upon arrival to ensure all deadlines are met.

Step 6: Report to your Center

You must report to the center that issued your I-20 on or before the start date listed on your I-20. Per U.S. immigration law, you are not permitted to postpone your start date once you have entered the U.S. All postponements must be submitted to Kaplan before you enter the U.S. When you arrive to the center, you will attend orientation to learn more about your program and meet the school staff. Please make sure you bring the following documents with you when you arrive:

- Your Form I-20, as well as the I-20 for each dependent (if applicable)
- Your I-94, as well as the I-94 for each dependent (if applicable)
- Your Passport, as well as the passport for each dependent (if applicable)
- Your Visa, as well as the visa for each dependent (if applicable)
- Your local address, phone number and email address
- Proof of Health Insurance

If you do not report to the center on or before your start date, your Form I-20 will be terminated. If you are in the U.S. at the time of termination, you will be placed out of legal status. If you are outside the U.S. at the time of termination, you will not be able to obtain your F1 visa or enter the U.S. Make sure you notify Kaplan International Admissions (or your agent, if applicable) if your study plans change so we can update your enrollment and admissions documents in advance of termination.