



Student Application for Admission

131 W 56th Street, New York, NY 10019

FOR AGENCY USE

Agency Name: _____

Agent Representative Name: _____

Agency Email Address: _____

Agency Telephone: _____

Student Information

This information must exactly match the student's passport. Please type in all of the information except for signatures.

Family/Last Name: _____

First/Given Name(s): _____

Middle Name(s): _____

Email Address: _____

Telephone: _____

Country of Birth: _____

City of Birth: _____

Country of Citizenship: _____

Male: _____ Female: _____

Medical School Name: _____

Country: _____

International / Home Country Address

(Post Office Boxes cannot be accepted.)

Street Address: _____

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

Program Selection

Books for the program(s) selected will be available to pick up on your first day of the program.

For Available Start Dates and Live Lecture Schedules, go to the following [link](#)

You must select a Live Lecture schedule that begins and ends within your In-Center time

_____ USMLE Step 1 Prep In Center – 12 months

Program Start Date: _____

Live Lecture Start Date: _____

_____ USMLE Step 2 CK Prep In Center – 9 months

Program Start Date: _____

Live Lecture Start Date: _____

Calculate Fees and Tuition

Application Fee.	\$ _____	<i>This \$300 USD non-refundable fee is required for those that will receive an I-20 from Kaplan. Reissuance of the I-20 to accommodate change requests initiated by the student may require additional administrative fees.</i>
Installment Billing Fee* (see payment section for eligibility details)	\$ _____	<i>This \$45 USD non-refundable fee is only required when a student chooses Installment Billing as their payment method.</i>
Tuition	\$ _____	
Tuition	\$ _____	
Total Fees and Tuition	\$ _____	<i>Payment in full required 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>

Payment Methods

Upon review of this application and if admission is granted, a Kaplan Student ID number and a link to a secure online Payment Form will be emailed to you. Enrollments are confirmed AFTER Kaplan receives, verifies, and processes the payment. Payments are typically verified within five (5) business days. All programs require a minimum of \$500 deposit.

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 your credit card company will decline the transaction.

The following information will be collected on the 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.

*Installment Billing Information

Students who select Installment Billing must place an initial payment followed by two equal subsequent payments for the balance, scheduled 30 days and 60 days after the initial payment is processed. For I-20 students, the entire course balance must be paid **no later than 28 days prior** to the program start date.

Visa Assistance

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

_____ I **need visa assistance**.

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

_____ I will study full-time in the US, and am outside the US and need a student visa. *(A non-refundable application fee of \$300 is required.)*

Health Insurance

Students who study with a Kaplan-sponsored I-20 must maintain health insurance that is valid for the duration of their program. Students must provide evidence of such coverage before beginning studies, and upon arrival in the U.S. To meet this requirement, a student may purchase insurance through any reputable insurance provider. Proof of adequate coverage includes an insurance membership ID card.

Dependents

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

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

Country of Birth: _____ City of Birth: _____ Country of Citizenship: _____

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

Country of Birth: _____ City of Birth: _____ Country of Citizenship: _____

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

Country of Birth: _____ City of Birth: _____ Country of Citizenship: _____

Please refer to the list of supporting documents you are required to submit on page 6, if you selected Visa Assistance.

Enrollment Terms and Conditions

If you are admitted to a Kaplan Medical Prep program, your enrollment will be subject to the terms at:

<https://www.kaplanmedicalprep.com/kmp/terms-and-conditions> and privacy policy at <https://www.kaplanmedicalprep.com/kmp/privacy-policy>.

Please carefully read the terms within the links and the additional policies below.

Deposit Policies

- Each program requires a minimum of \$500 tuition deposit.

Start Dates & Change Requests:

- Students must begin their program on the start date selected or request deferment to a new start date within twelve months of submission of tuition payment and only after all remaining balances have been fully paid. Most changes will require a revised Form I-20. A \$50 administrative fee will be charged for changes that require a reissued Form I-20.
- Changes to a new program start date must be requested well in advance of your original program start date to minimize visa delays and denials.
- The Live Lecture dates selected **cannot** be changed after the program start date.
- Multistep: The USMLE Step 2 CK Prep In-Center program start date selected must be no more than 12 months following the USMLE Step 1 Prep In-Center program start date. Should You need to delay your Step 2 start date beyond 12 months after the Step 1 start date, Step 2 must be dropped and refund processed with any discounts applied for the multistep enrollment forfeited.
- Admitted students who enter the U.S. on a Kaplan-sponsored I-20 and subsequently never attend Kaplan classes, will forfeit six weeks of tuition payment when applying the refund calculations below.

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. If you choose to reapply for a visa at a later date, you must complete a new application. If your subsequent application is submitted within 6 months of your initial application, Kaplan will waive the application fee for that subsequent application. You will be enrolled at current tuition rates at the time of the subsequent application.

Data Collection & Privacy Policy: You understand and agree that it is necessary for Kaplan North America and its affiliates, to collect, store, use, transfer, share, disclose, or process my sensitive personal information, that I provide in order to provide requested services or for my application or enrollment purposes. in accordance with the privacy policy found at <https://www.kaplanmedicalprep.com/kmp/privacy-policy>.

Program Cancellation

- Non-refundable Fees: \$300 USD International Student Application for Admission Fee, \$45 USD for students who choose Installment Billing as their payment method, and shipping handling fees for print materials. Any reissuance of I-20 fees are also non-refundable if paid.
- 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. If you cancel your enrollment with Kaplan after entering the U.S. with a Kaplan I-20, **six weeks of tuition will not be refunded**.

Refunds: To qualify for a refund, You must return all print instructional materials provided with the program. If your Program Fees were paid by a third party, any refund due will be paid first to that third party. In no event may a refund exceed the amount that Kaplan received for the Program. Refunds are available only for Programs purchased directly from Kaplan and are not available for purchases made by third-party intermediaries such as institutional clients. Refunds are processed within 45 calendar days.

Request for refund is made before program start date (and you have not yet entered the U.S. on a Kaplan-sponsored I-20), Or your student visa application is denied, or you did not use a Kaplan-sponsored I-20 and do not show up in the program's first week.	100% of program tuition will be refunded, excluding any nonrefundable fees identified above. If you entered the US on a Kaplan-sponsored I-20, six weeks of tuition will be withheld before any refund calculation.
Request for refund is made prior to 50% of the program or termination of enrollment prior to 50% of the program.	A prorated refund will be calculated using the last date of attendance in the scheduled sessions, excluding any nonrefundable fees identified above. Partial attendance in a week will count as a full week of attendance.
After 50% of sessions occurred.	No refund is available.

Note for Promotions: For MultiStep Program enrollments, the cancellation terms follow the above guidelines for each separate component of the Program.

Class Schedule Changes: Class schedules of the Programs are subject to change and/or cancellation. Kaplan will notify you of any changes or cancellations. If an alternative Kaplan Program schedule does not meet your needs, Kaplan will provide a refund.

Program Changes: Kaplan frequently updates, revises, and modifies Programs, including Program Content, features, and services ("Program Changes"). Kaplan reserves the right to make Program Changes at any time, subject to such changes not materially degrading the Program.

Student Code of Conduct: Kaplan may remove from Programs students whom Kaplan deems in its discretion to be disruptive to the learning environment, dangerous to other students or faculty, have failed to comply with the school's health and safety policies, have acted in a manner that shows lack of dignity and respect for faculty and/or students, violated any intellectual property rights of Kaplan or others, or have engaged in academic misconduct, such as cheating or violating confidentiality. Students removed from Programs for violations of the Code of Conduct are not eligible for refunds or eligible to purchase other Programs.

International Students: If You study in the U.S. on an international student visa, **You** are solely responsible for complying with all of the terms of that visa, including timely departure from the U.S.

Certification and Release

- You certify that neither you nor any person contributing to payment for the Program on your behalf are an Excluded Person or an employee, contractor, or current or former official of the Government of Venezuela (including all political subdivisions, agencies, or instrumentalities thereof);
- You certify that you are not enrolling the Program in order to, nor will engage in any activity while enrolled in the Program that will, cause Kaplan to violate any sanctions or export controls law, rules, and regulations;
- You acknowledge that access to the Program may cease when traveling or relocating outside the U.S. into countries or regions subject to economic and/or trade sanctions by the U.S. Treasury Department or other authorities.
- Program sessions may be recorded. You certify that Kaplan and any third-party technology vendor used to record the instruction has consent to record any participation you choose to engage in during the sessions (i.e., chats, shared screen time initiated by you). The Program recordings may be made available to other Kaplan students for instruction, may be used internally for quality assurance and training to improve the Programs, or for other internal purposes.

AFFIRMATION *(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 submitting this application, I have read, understand, accept, and agree to be bound by all the terms and conditions of this contract as enumerated on pages 3-5 of this application and found on <https://www.kaplanmedicalprep.com/kmp/terms-and-conditions>. I confirm that I have read, understood and agree to be bound by Kaplan's Privacy Policy. I hereby authorize Kaplan North America and its affiliates to collect, store, use, transfer, share, disclose, or process in the United States, my sensitive personal information. I attest that I have been given ample opportunity to review the terms, including the institution's refund policy, prior to my signature below. 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. **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 - Electronic signatures cannot be accepted.

_____/_____/_____
Day Month Year

Required Supporting Documents for Visa Assistance

Document 1: Application

It is required that you complete, sign, and submit pages 1-5 of this International Student Application for Admission.

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 amount of funds you need to demonstrate:

Tuition & Fees + Housing + Amount for Dependents (if applicable) = Amount of funds you need to demonstrate

Tuition and Fees: (Only of the first course you will take)	\$ _____
Housing: (Housing is always estimated at \$1000 USD per month. Take the length of your course in months and multiply by \$1000. This estimated amount is the same for all students.)	\$ _____
Amount for Dependents: (If you will bring dependents, calculate \$400 per month, per dependent)	\$ _____
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)

Name of Student (Printed in block letters or typed)

Signature of Sponsor

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 minimum Duolingo English Test® score of 90^

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 the USMLE® programs, you must provide an English transcript or diploma from a medical 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.

Document 6: Proof of Health Insurance (if not purchased through AVI).

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.

What Happens Next If I Require an I-20?

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 <https://www.fmjfee.com> 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 dependents (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 from 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 on 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 dependents) 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>. 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. Upon arrival, please speak to your center DSO immediately to ensure all deadlines are met.

Step 6: Report to the Kaplan Medical Prep Center

You must report to the Kaplan Medical Prep Center in New York 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 at 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 (or your agent, if applicable) if your study plans change so we can update your enrollment and admissions documents in advance of termination.