

## **INTERNATIONAL STUDENT CHECKLIST**

### **The Admissions Process**

READ THIS DOCUMENT CAREFULLY. THIS CHECKLIST WILL ANSWER MOST, IF NOT ALL, OF THE QUESTIONS YOU HAVE ABOUT THE ADMISSIONS PROCESS FOR INTERNATIONAL STUDENTS. THE TOEFL TEST, THE I-20 DOCUMENT, HOUSING -- IT S ALL HERE!

If you have questions about this checklist, you may contact the Coordinator of International Students at (502) 897-4206, or fax (502) 897-4031, or E-Mail at [international@sbts.edu](mailto:international@sbts.edu).

The deadline for submitting all admissions requirements is sixty (60) days prior to the term that you want to begin your studies. We strongly suggest that international students apply for admission at least six months in advance of the term in which they wish to begin. We are eager to work with you. We will do all we can to assist you.

### **PART ONE - APPLICATION**

Send a completed application for admission and a \$35.00 non-refundable application fee to the Admission Office. The fee is required to process your application. You must submit the following documents in your application packet:

- Three personal recommendation letters
- Church affirmation form
- Official transcripts of all college work translated into English (photocopies are not acceptable)
- Personal spiritual autobiography describing your conversion
- experience and call to ministry (should be at least two pages in length).

### **PART TWO - TOEFL SCORE**

An official TOEFL score (Test of English as a Foreign Language) is also required for admission to the Seminary. **No person whose native language is other than English may be admitted without this score, unless he or she has obtained an accredited Baccalaureate degree at an English-speaking institution.**

A minimum score of 560 (220 computer-based) is required for admission to Master of Divinity programs; 575 (232 computer-based) for Th.M and Ph.D programs.

The Test of English as a Foreign Language is a standard test offered at testing centers throughout the world. You can receive information about the test by contacting the Educational Testing Service (ETS) directly at: TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151, USA, <http://www.toefl.org>, [toefl@ets.org](mailto:toefl@ets.org), or phone (609) 771-7500.

TOEFL scores should be mailed directly to The Southern Baptist Theological Seminary by ETS. Our institutional code is 1724; if you put this number in the appropriate place on the test registration form, your score will be mailed to us.

### **PART THREE - ADDITIONAL REQUIREMENTS**

The following degree programs have special admission requirements:

Master of Theology, Doctor of Music Ministry, Doctor of Musical Arts,  
Doctor of Education, Doctor of Philosophy, Doctor of Missiology.

Application to any of these degrees requires admission into that program in addition to regular admission into the seminary. The completion of additional testing is required, and the reporting of the test scores will take a longer amount of time. The Director of Admissions can supply you with the information you will

need to apply for these advanced degrees. **Because the Doctor of Ministry program is a part-time educational program, F-1 visa holders are not eligible of the Doctor of Ministry degree program.**

*Note:* Persons applying for the Master of Divinity in Pastoral Care are required to submit additional autobiographical information.

## **PART FOUR - FINANCIAL GUARANTEES/I-20 FORMS**

The Director of Admissions will communicate to you any other special requirements on an individual basis. A decision on your admission will not be made until all of the documents are received in the Admissions Office. You will be notified immediately after a decision is made. The large amount of information required for admission to the seminary can make this a long process. Please be patient.

**A. Financial Aid:** International students on an F-1 visa will automatically receive an F-1 scholarship (up to \$500 per semester). The amount awarded will be based on the statement of financial support submitted to obtain the I-20. Beyond this scholarship, students must be prepared to support themselves financially while at the seminary without earning additional income. You must demonstrate this ability before you can receive the I-20 document required to apply for a student visa at a U.S. embassy in your country. On-campus employment cannot be guaranteed to any student because of the limited number of jobs on campus.

**B. Affidavit of Support/Bank Statements-sent & approved:** The U.S. Government requires that you provide proof of financial support in an amount equal to the cost of your program of study plus living expenses for each year you are in the U.S. You will need to certify the source and amount of your financial support for visa purposes. Documentation of this information must be mailed to the seminary in order to receive the I-20 form which is required before you can apply for a student visa. You may use the Affidavit of Support form that was mailed to you. Bank or tax statements from your sponsor or letters from your sponsor's employer indicating his/her salary must accompany your affidavit of support.

**Transfer students** receive a new I-20 when they arrive on campus. Transfer students should have their affidavits of support prepared before they arrive so that a new I-20 can be issued promptly.

Please consult the following table to determine the minimum amount of annual support that must be documented for a visa.

### **MINIMUM FINANCIAL GUARANTEE REQUIRED**

<b><u>Family Status</u></b>	<b><u>Must Certify Amount:</u></b>
Student coming alone	\$12,120
Student & a spouse (no children)	\$21,270
Student, spouse, & 1 child	\$24,460
Student, spouse, & 2 children	\$26,700
Student, spouse, & 3 children	\$28,700
Student, spouse, & 4 children	\$30,700

**C. Financial Support Deposit/Visa:** The Southern Baptist Theological Seminary requires that international students deposit \$4,000 for an individual student or \$6,000 for a family before issuing the I-20 form to the student. A check made out to "The Southern Baptist Theological Seminary" must name the U.S. bank and routing number through which it is payable and indicate that it is payable in U.S. currency. It should be mailed to the International Student Coordinator. This money will be deposited in a student's account for use by the student when he/she arrives on campus. In the event that the student does not come to seminary, the deposit will be returned to the student via mail. The financial guarantees and deposit must be submitted to the seminary before a student visa can be secured.

## **PART FIVE - HOUSING**

**Single Students:**

Single students should send the application for on-campus housing to the Housing Office as soon as possible. On-campus housing is limited, so it is important to apply early. Please note that a separate deposit is required with the application. The deposit for single housing is \$50 and it is refundable if you are not accepted to the seminary. The Housing Office's phone number is (502) 897-4203, fax number is (502) 897-4031, and E-mail is housing@sbts.edu.

**Married Students:**

Some married students without children choose to live on campus, but our primary married student housing is located at the Village Manor apartment complex.

One, two, and three bedroom apartments are available. You must contact the Village Manor Office at least four months prior to beginning your program to ensure that an apartment will be available. **If both husband and wife are planning to be full time students, they must consult with the Village Manor office because certain U.S. Government restrictions may prevent them from moving into the Village Manor's government-subsidized housing units.** The address for Village Manor is different than the seminary. You should write to: Village Manor, 105 Fenley Avenue, Louisville, KY 40207, phone: (502) 899-3204, fax: (502) 893-9345. There is a \$25 application fee to apply for a Village Manor apartment.

Every effort is made to accommodate international students with housing, but we cannot guarantee housing if you do not apply early. The deposit required for married student housing is \$100-\$200 and is refundable if you are not accepted to the seminary.

**PART SIX - HEALTH INSURANCE**

**Health insurance is required for all students and their families at Southern Seminary.** You will be required to sign a document during each registration period certifying that you are maintaining insurance for you and your family. Each student must purchase health insurance and keep it in force at all times while at the seminary. The cost of medical insurance available through the Annuity Board of the Southern Baptist Convention is determined by the age of the student and the number of family members. The costs listed below are the amount which can be expected to be paid each month for comprehensive medical insurance.

<b>FAMILY SIZE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Age of Student</b>				
29 or less	\$84	\$210	\$349	\$349
30-34	\$98	\$229	\$373	\$373
35-39	\$118	\$261	\$404	\$404
40-44	\$132	\$291	\$428	\$428
45-49	\$168	\$380	\$523	\$523
50-54	\$194	\$460	\$612	\$612
55-59	\$242	\$560	\$719	\$719
60-64	\$300	\$677	\$840	\$840

\* Students may choose to acquire health insurance from an insurance provider other than the Annuity Board. Married couples planning to have children should maintain comprehensive medical insurance, or the cost of having a baby in the U.S. can exceed \$10,000. Single students can maintain major medical insurance.

**PART SEVEN - ESTIMATED EXPENSES FOR SEMINARY EDUCATION**

<b>FAMILY SIZE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>School Costs:</b> Includes student fees, books, & supplies	\$5,600	\$5,600	\$5,600	\$5,600
<b>Housing Costs:</b> Includes electric and gas utilities, & telephone	\$2,450	\$5,700	\$5,700	\$5,700
<b>Food Costs:</b>	\$1,800	\$2,640	\$4,180	\$5,220
<b>Transportation:</b>	\$500	\$3,800	\$3,800	\$3,800

<b>Miscellaneous:</b> Includes insurance, clothing, toiletries, entertainment, household supplies, etc.	\$1,770	\$3,530	\$5,030	\$6,380
<b>TOTAL:</b>	<b>\$12,120</b>	<b>\$21,270</b>	<b>\$24,460</b>	<b>\$26,700</b>

**Estimated Expenses Notes:**

1. Matriculation fees are **double** for students who are not Southern Baptist. The school costs listed above are for students who are not members of Southern Baptist churches, since most international students do not qualify for the Southern Baptist matriculation fee rate. [A Southern Baptist Church is a church that sends voting messengers to the annual Southern Baptist Convention in the U.S.A.]
2. If both husband and wife are planning to be students, the additional cost will be approximately \$2,500 per year.
3. Students studying church music, or planning to do clinical pastoral education should add approximately \$300 to the basic school costs per year.
4. The housing costs estimated above consider single students living in a dormitory room and married couples or families with one or two children living in a 2 bedroom apartment.
5. For each additional child, add \$1,500 to the total cost per year.
6. Transportation costs assume single students will not have an automobile. Married couple and family figures assume ownership of a car with the related insurance, maintenance, and fuel costs. These figures do not reflect a down payment that is required to purchase a car. If you do not intend to have an automobile, inform the International Student Coordinator of this fact so that your estimated expenses can be re-figured.

**CHECKLIST SUMMARY SHEET**

Below is a list of things you must do prior to coming to Southern Seminary. Enter the date completed on the form. When all items have been marked, you should be ready to move to the seminary. We hope that your preparations are easily made.

**Date Completed:**

\_\_\_\_\_ **Part One:** Application Form to the seminary with \$35 fee sent

- \_\_\_ A. Submitted 3 references
- \_\_\_ B. Submitted church affirmation form
- \_\_\_ C. Official transcripts of all college work
- \_\_\_ D. Spiritual autobiography

\_\_\_\_\_ **Part Two:** An official TOEFL score sent (Score of at least 560 for M.Div. application to be complete; 575 for Th.M. and Ph.D.)

\_\_\_\_\_ **Part Three:** Submitted any special materials requested (such as those for Pastoral Counseling, Master of Theology or Doctoral programs)

\_\_\_\_\_ **Part Four:** Financial Guarantees/I-20 Form Received

- \_\_\_ A. Received letter of admission to the seminary
- \_\_\_ B. Affidavit of support and bank statements sent
- \_\_\_ C. Affidavit of support approved
- \_\_\_ D. Deposit \$4,000 for an individual or \$6,000 for a family
- \_\_\_ E. Received I-20
- \_\_\_ F. Obtained valid passport and visa

\_\_\_\_\_ **Part Five:** Housing

- Housing Application and \$50 deposit sent
  - Informed the office of the International Student Coordinator of arrival date, time, and flight number
  - Informed the office of the International Student Coordinator of any needs such as furnishings for apartment or special housing requirements.
- Part Six:** Health Insurance (usually obtained while initially registering for classes)