

# SBTS & BOYCE COLLEGE INTERNATIONAL

## 2017 ~ ADMISSIONS GUIDE ~ 2018

**2017 Fall Semester:** Boyce College & Southern Seminary – August 14

**2018 Spring Semester:** Boyce College – January 16; Southern Seminary – January 22

After you have read this guide, you may contact the Manager of ISS (International Student Services), Mike Withers [mwithers@sbts.edu](mailto:mwithers@sbts.edu) or phone (502) 897-4208; Postal address: SBTS, International Student Services, 2825 Lexington Road, Louisville, KY 40280 USA. *SBTS, including Boyce College, is authorized under federal law to admit non-immigrant alien students. However, **only** the Louisville campus – not extension centers – is authorized to enroll students in F-1 visa status.* SBTS can enroll students in most visa categories, including H-1B, H-4, J-2, and R, but *cannot* enroll anyone with a B-1/B-2 visa, or anyone “visa-less.” Those in J-1 status must maintain their status with their J school. For those seeking F-1 student visas, there are **four steps**:

**Step 1: Admission; Step 2: Financial Evidence; Step 3: Housing; Step 4. The F-1 visa**

**The details about admissions, transferring credits, and degree programs, are found in our on-line SBTS and Boyce College academic catalogs.**

**QUESTIONS about Admissions?** Contact our Admissions Counselors at [admissions@sbts.edu](mailto:admissions@sbts.edu) phone 502-897-4200, concerning requirements, selecting a program, your ministry goals, etc. Once you apply, a Counselor will be assigned to you. You will be able to track your admission file’s progress on-line with password access.

**QUESTIONS about the Student Visa, and relocation to Louisville?**

Contact Mike Withers at [mwithers@sbts.edu](mailto:mwithers@sbts.edu) phone: 502-897-4208.

### APPLICATION DEADLINES:

**All Master’s programs (M.A., M.M., M.Div., Th.M.):**

**Fall Semester** — appl. due by July 15      **January Term** — appl. due by December 1

**Spring Sem.** — appl. due by December 1      **Summer Term** — appl. due by May 1

**Professional Doctoral Programs: Doctor of Ministry (D.Min.), and Doctor of Educational Ministry (D.Ed.Min):**

**January Term** – (application is due by) October 15      **Summer Term** – due by March 15

**Doctor of Education (EDD) Summer Term** – due by January 15

**Doctor of Missiology (D. Miss.): Winter Term** – due by September 1

**Doctor of Philosophy (Ph.D.): School of Theology and Billy Graham School:**

**Fall Semester** – due by January 15

**Spring Semester** – due by August 1

## STEP 1: ADMISSION

**Apply on-line.** If you cannot, then scan your completed PDF application forms and email them to [admissions@sbts.edu](mailto:admissions@sbts.edu) or mail them (especially academic transcripts) to: **"SBTS, Admissions Office, 2825 Lexington Road, Louisville, KY 40280, USA."** Once we receive all your items – including **official (academic) transcripts,\*** (explained below), and for non-native English speakers, a **TOEFL iBT\*\* score report** (see exceptions below) – a decision on your admission (except Th.M. or Doctoral) will follow within two weeks.

### **\*Official Academic Transcripts:**

An "official transcript" is a school's printout of all your courses by semester showing marks (grades) earned that is sealed by the school in its own envelope. If the transcript does not identify the name of the degree you earned and the date, this information should be shown on an attached document, such as a copy of a diploma. *Unless your transcript is in English, Spanish, Portuguese, French or German* you should provide an English translation, signed by someone attesting that he or she is a competent translator. The translator need not be a paid professional.

**Boyce College applicants** must provide transcripts from high school (at least grades 9-12), and any university-level schooling, if any. Neither the SAT nor the ACT test (standard tests for American high school students seeking college) are required.

**Master's or doctoral applicants** must provide transcripts from every *university-level* (undergraduate or graduate) school from which a degree was earned. (This therefore excludes certificates or licenses from any specialized "vocational" or "trade" schools that don't require courses such as history, philosophy, the arts, and the sciences.)

**If we are unable to determine that your school is sufficiently "credentialed"** (recognized by a government or accredited by a reputable accrediting agency) for offering quality degree programs, we *may* request you to contact World Education Service [www.wes.org](http://www.wes.org) for providing us its evaluation of your degree. (For master's programs, your undergraduate degree (plus perhaps any further degree study whether or not a degree was awarded) must equate to a 4-year US bachelor's degree.)

### **\*\*TOEFL iBT score:**

F-1 regulations require that SBTS and Boyce admit only students who have evidence of sufficient English ability for their degree program. Therefore, an official TOEFL (Test of English as a Foreign Language) score report is required for the admission of non-native English speakers. **No non-native English speaker may be admitted to master's or bachelor's programs without a TOEFL iBT (internet-based test) score, unless he or she has obtained an accredited bachelor's degree from an English-speaking institution.**

**All Ph.D. or Th.M. candidates must submit not less than a 95 TOEFL iBT score.**

SCORE REQUIREMENTS: **Boyce College** requires **80 iBT** (550 PBT); **M.A. and M.Div.** require **83 iBT**; **Th.M. and Ph.D. programs** require **95 iBT**; **other Doctoral**, **90 iBT**.

*Since we do not offer ESL (English as a Second Language) courses, we cannot grant "conditional admission."* For information about the TOEFL test offered around the world, visit [www.ets.org/toefl](http://www.ets.org/toefl). Official TOEFL score reports should be mailed directly by

ETS to us. The **SBTS/Boyce institutional code is 1724**; by providing this number on ETS's TOEFL test registration form, your score report will be mailed to us.

The following degree programs have special admission requirements:

**Doctor of Philosophy, Doctor of Ministry, Doctor of Educational Ministry, Doctor of Education, Doctor of Missiology.** Testing is required, and you should plan ahead to assure your score is submitted on time. The Admissions Office can supply you with the information you will need both to apply and prepare testing for these advanced degrees. **\*\*\*Importantly, D.Ed.Min. and D.Min. applicants who are seeking an F-1 visa must contact the Manager of ISS about certain legal visa employment restrictions, since these programs require continuous work in ministry.\*\*\***

#### **F-1 TRANSFER STUDENTS (coming from U.S. schools):**

Transferring F-1 students already living in the U.S. should phone the Manager of ISS toll free 1-800-626-5525 ext 4208 to discuss the simple process of SEVIS "F-1 transfer." SBTS can issue a new I-20 for you **only after** your current school has "transferred out" your SEVIS record to us. **If** your school requires an F-1 transfer form, our ISS office can email it to you. Your current school will surely require you to offer clear evidence of your admission to SBTS. We require from you evidence of your sufficient annual support for studying at SBTS (*Step 2, below*).

## **STEP 2: FINANCIAL SUPPORT EVIDENCE**

The U.S. Government requires that you provide us proof of your financial support in an amount not less than the cost of your program of study plus all living expenses for the full length of your program (see table below).

<b><u>Family Status</u></b>	<b><u>Must Evidence:</u></b>
Student	\$20,000 per year
Student & spouse*	\$29,000 per year
Student, spouse + 1 child*	\$32,000 per year
Student, spouse + 2 children*	\$35,000 per year
Student, spouse + 3 children*	\$38,000 per year
Student, spouse + 4 children*	\$41,000 per year

**\*Our policy requires that a married student and family live together, honoring Scripture's concern for one's spouse and children (cf. I Cor. 7:1-5) as superior to study.**

**Evidence of Annual Financial Support:** Once you are admitted, *and ideally 3 or 4 months before you plan to arrive at Southern*, you must provide SBTS, attention "International Office," documents evidencing your **annual** (yearly) **financial support** for the length of your program (M.A. at 2.5 yrs., M.Div. at 3.5 yrs., Doctoral at 4.5 yrs.). You may first

email the Manager of ISS a simple summary or explanation of your own funds, if any, or financial evidence, attaching the evidence, such as bank statements and perhaps tax records. Support may be expressed **by any combination of your personal savings, if any, and/or pledged support** from one or more sponsors. Sponsors should complete our simple, two-page **“Statement of Financial Support”** affidavit (official pledge), printable from the “International Students” page of [www.sbts.edu](http://www.sbts.edu). Importantly, sponsors must attach their bank or tax statements sufficiently (not necessarily *fully*) to show ability to honor their annual pledge. **\*\*\*Please observe that SBTS cannot solicit (request) support from any potential sponsors, but the Manager of ISS will be glad to answer their questions about best expressing support.\*\*\***

**“F-1 Deposit”**: As an advantage at your student visa interview, and a convenience in your first semester, **we also require** (for the issuance of the Immigration Form I-20) an **“F-1 deposit” of \$5,000 for a single student, or \$7,000 for a family. Transferring students already in F-1 status, and coming from other U.S. schools, need not make this deposit.** The deposit may be made by check or electronic (wire) transfer. The check should be made payable in U.S. dollars to “The Southern Baptist Theological Seminary” and its memo/notes section should indicate “For student [your name].” Your bank will know how to do these things. It should be mailed to SBTS’s/Boyce’s ISS office. The funds will be deposited into your student account for your immediate use when you arrive on, or promptly refunded if you do not. For electronic transfer details, contact the Manager of ISS.

**Financial Aid**: International students should apply for the F-1 Student Scholarship (\$800 per semester for master’s-level students or \$1,000 per semester for undergraduate students). The financial aid deadline for new students is August 1 for students entering in fall term or January 1 for students entering in spring term. **Please note that these deadlines are firm.** Further information and eligibility requirements are listed [here](#) for Southern students and [here](#) for Boyce students. To apply, first read all instructions on the “how to apply” page on the [Southern Seminary](#) or [Boyce College](#) website. Where the College Board form asks for a U.S. “Social Security Number” (SSN), simply leave it blank if you do not have one. Instructions for how to receive a fee waiver for the College Board application fee are available on the “how to apply” pages linked above. For the “CSS code,” for SBTS use 9856, or for Boyce use 9785. You will be required to re-apply for a scholarship each year by June 1, which is our annual financial aid deadline for continuing students. Unfortunately, due to limited resources, Southern is unable to provide grants or scholarships to Th.M. or doctoral students. However, a list of outside scholarships for which doctoral students may apply can be found [here](#). Additional outside scholarship options for all students can be found [here](#). Please email [financialaid@sbts.edu](mailto:financialaid@sbts.edu) or call (502) 897-4206 with further questions regarding the financial aid process.

**Employment**: At your student visa interview, you *cannot* yet claim future work income toward your annual financial support, because the seminary cannot guarantee anyone a

campus job. But if you find a campus job, you could reasonably expect to earn between \$6,000 and \$11,000 per year working part-time during semesters, and possibly full-time during the summer and winter breaks. (Sponsors are happy to learn this!) You could work off-campus *only after your first two semesters and only for a limited period*, under the Immigration Service's (USCIS) authorization for "Practical Training" in your ministry field of study, or, in any work, if you can prove to the USCIS you have an unforeseen and extreme financial hardship.

**Insurance:** Our policy is that international F-1 students must purchase and maintain health insurance while at the seminary. Health insurance is now undergoing many significant changes, so you can arrange this after you arrive for study, and the ISS office can advise. You should investigate whether perhaps your current insurance can be extended to cover you in the U.S. Single students in good general health are recommended to maintain the least expensive kind, often called "major medical" insurance, also called "catastrophic" insurance.

### Step 3: HOUSING

**Students need to pay a \$25 application fee to get on the wait list for a campus apartment or dorm. Once a unit becomes available, Housing will send you an offer. To accept this offer, you will need to pay a security deposit of \$200 (for a dorm), or \$400 (for an apartment). If you have already sent your F-1 deposit, the housing deposit can be drawn or taken from it, but not until you have received an offer from Housing.**

**Single students:** Single room and shared occupancy suites can be viewed here: [On-Campus Residence Halls](#) . To request a room in a campus residence hall, complete the on-line [Student Housing Residence Hall Application](#) .

**Married students:** If you are interested in housing options near SBTS please complete the on-line [Off-Campus Housing Interest Form](#) . You may follow-up with questions or concerns by emailing the specialist for off-campus housing, Mr. Ryan Johnson [rtjohnson@sbts.edu](mailto:rtjohnson@sbts.edu) , or phone (502) 897-4203.

For international students wanting or needing to investigate *off*-campus housing when they arrive, friends of the seminary can assist in the search effort. For those arriving early, you can seek *temporary* housing *on campus* at our Legacy Conference Center Hotel at \$45.99 per night (see [Legacy Hotel](#)), the low rate offered to our newly arriving internationals only. *Even lower "extended stay" rates may apply.* Be sure to contact [housing@sbts.edu](mailto:housing@sbts.edu) when have planned your arrival on campus so that it can arrange to receive you (no matter how late!), after office hours, or on a weekend. If you arrive after office hours, go to our Campus Police office (open day & night) accessed outside under the Duke K. McCall Pavilion: (502) 897-4444, [campuspolice@sbts.edu](mailto:campuspolice@sbts.edu) .

The seminary campus lies in Louisville's "Crescent Hill" community on the northwest border of the large district to the east called "St. Matthews" and is on or near two city bus lines (Louisville "TARC" routes 29 and 25), so there is easy access to grocery stores, shopping centers, apartments, restaurants, and two large malls.

## STEP 4: The F-1 Student Visa

We **urge** you read carefully the US Government's official and very helpful "Study in the States" website <http://studyinthestates.dhs.gov/> explaining the F-1 visa process and living and studying in F-1 visa status. **Also, visit the website of the US consular visa office** nearest to you for its instructions on how to schedule the visa interview, the documents required (such as the **on-line Form DS-160**, and how to prepare for the interview. The "I-20 packet" you receive from SBTS contains **essential documents** for your student visa interview: **the Form I-20, your SBTS admission letter, and signed copies of all your sufficient financial support documents.**

Your SBTS **Form I-20**, which is our certification of your academic and financial eligibility for the student visa, contains your unique "SEVIS" number on the top right corner, something like "N0012345678." This number is necessary for you to **complete an on-line Immigration Form I-901 at [www.fmjfee.com](http://www.fmjfee.com) for paying the so-called "SEVIS" fee of \$200**, which helps to support the "Student and Exchange Visitor Information System." This secure US Government website will instruct you how to pay the fee by credit card, and direct you to print out the receipt/confirmation as sort of a "ticket" to your student visa interview.

**Planning for Your Visa Appointment and Arrival:** The very **earliest you could interview for the F-1 visa is four months before classes begin. And you could enter the U.S. no sooner than one month before classes start.** Ideally, if your deposit and financial evidence reaches our ISS office within 4 to 5 months before classes start, you will have enough time to make arrangements for the student visa and for travel. If you are granted the visa, very likely the US visa office will affix the visa into your passport within a day or two after your interview, ready for delivery or for your collection.

It's possible to enter SBTS or Boyce initially for our **summer** (late May) or **winter terms** (mid-December), when intensive, short-term courses are offered, provided that you enroll full-time. Full-time winter term enrollment is 3 credit hours (one class), and summer term requires 6 credit hours (two classes). A typical 3 credit hour course (involving 45 actual hours in the classroom during one 4 month (15 week) semester) is completed usually in only one to two weeks! Some courses, like Elementary Hebrew or Greek, may last 6 weeks. *Because of their intensive nature, summer or winter term courses are **not** recommended for non-native English speakers in their first year.*

Again, we welcome your questions and concerns! *Please be sure to email the Manager of ISS, [mwithers@sbts.edu](mailto:mwithers@sbts.edu) with news of your visa result and, Lord willing, arrival details.* May our Lord bless you and direct your steps in wisdom!