

# Instructions for Submitting International Student Application for Undergraduate Study:

## INTRODUCTION

Please read the following information carefully. It will guide you in your application process for admission to Fontbonne University.

The following requirements must be met. Incomplete information, missing application fee, and missing documents will cause you considerable delay in being admitted or cause you not to be admitted.

### Please submit the following items for admission review:

- A Fontbonne University International Student Application for Undergraduate Study, completed, signed and dated.
- An Application Fee of 30 dollars (U.S.).
- Proof of English Proficiency such as TOEFL, successful completion of English Composition at a U.S. college or university, or completion of an Intensive English Language Program.
- Transcripts, translated into English, indicating successful completion of the equivalent of American high school.
- Transcripts, translated into English, from all colleges and universities attended.
- A Personal Statement describing your educational goals.
- Personal Finances, Proof of financial support.
- Two letters of recommendation.
- Copy of your passport page.

**Foreign nationals who apply while physically in the United States (visitors and transfer students from U.S. schools) must also comply with item 11 below.**

- Immigration documents (including all past I-20s, I-94, Visa, Transfer Form)

## APPLICATION DEADLINES

Fall Semester: July 1 • Spring Semester: December 1 • Summer Semester: May 1

All necessary documents and fees must be submitted by the deadlines, depending upon which semester you wish to enroll.

## HEALTH INSURANCE

All international students are required to obtain health insurance policy through the International Center. Students are required to purchase the insurance within the first month of the semester. Foreign insurance policies are NOT accepted. Insurance is offered through HTH Insurance Company with a cost of \$66 per month. Fees are subject to change without notice. You may access the health provider's Web site at [hthworldwide.com](http://hthworldwide.com). Please note that vision and dental care are not included in the plan, which is designed to meet the needs of young adults going to college.

## THE APPLICATION (ITEM 1 ABOVE)

Fill out the Fontbonne University International Student Application for Undergraduate Study Form completely. Use a typewriter or print in ink. Please write in English.

Sign and date your application and submit all of the following items along with your application. Be sure to include a photo.

## THE APPLICATION FEE (ITEM 2 ABOVE)

A non-refundable application fee of 30 dollars (U.S.) currency is required for processing your application. You may use a personal check or money order. Make the check or money order payable to Fontbonne University. Electronic transfers will not be accepted.

## ENGLISH PROFICIENCY (ITEM 3 ABOVE)

All non-native speakers of English must provide proof of one of the following:

- 1) A TOEFL score of 525 paper/193 computer-based/69 internet-based. Fontbonne University will accept institutional TOEFL scores.
- 2) Successful completion of a Michigan Test (70 or above).
- 3) Successful completion of English Composition at a U.S. college or university.
- 4) Completion of an Intensive English Program with the equivalent of 525 paper/193 computer-based/69 internet-based TOEFL.

Fontbonne will accept students without the required TOEFL on a case-by-case basis. (The TOEFL is given worldwide six times a year. Information regarding dates and places can be found at [www.toefl.org](http://www.toefl.org). There is a fee for the examination. The TOEFL score is valid for two years. Fontbonne University also offers an institutional TOEFL test by appointment.)

## TRANSCRIPTS (ITEM 4/5 ABOVE)

High School and/or college or university transcripts must be submitted in English in order to verify successful completion of U.S. high school. The transcript must include date of graduation.

Fontbonne University will evaluate foreign transcripts to determine equivalency to U.S. high school and university programs. However, Fontbonne University will not evaluate foreign transcripts for purposes of credit transfer. If you would like your foreign credits evaluated, please go to Academic Credentials Evaluation Institute (ACEI) [www.acei1.com](http://www.acei1.com)

## PERSONAL STATEMENT (ITEM 6 ABOVE)

A personal statement of one page is required. Describe your educational goals, intended field of study, and your reason(s) for choosing Fontbonne University.

## PERSONAL FINANCES (ITEM 7 ABOVE)

Proof of financial support or financial solvency is required. Strict Immigration Regulations severely restrict the employment of foreign nationals residing in the United States. Therefore you must have adequate finances to support yourself while you are a student.

If your parents or someone else will support (sponsor) you, then you must submit a letter from that person that clearly states that your expenses will be taken care of. An example of the sponsor letter is available at [www.fontbonne.edu/international](http://www.fontbonne.edu/international). In order for Fontbonne University to be sure that you will not suffer financial hardship, you must submit a current bank statement (dated within 120 days of your application). PLEASE REFER TO THE ATTACHED "TUITION EXPENSES" SHEET FOR UPDATED TUITION EXPENSES FOR YOUR SELECTED MAJOR.

Please be aware that International students are not allowed to work off-campus to supplement tuition costs. Limited scholarship opportunities are available.

## TWO LETTERS OF RECOMMENDATION (ITEM 8 ABOVE)

Please submit two letters of recommendation. The letters should address your academic ability, work ethic or other areas that will help qualify you for admittance to your program of choice. Letters should be written in English and signed.

## PASSPORT PAGE (ITEM 9 ABOVE)

Please provide a copy of your passport page.

## PORTFOLIO (ITEM 10 ABOVE)

MFA and MA candidates only. Students must submit 20 slides of their chosen concentration. Slides are preferred but CDs are accepted.

## IMMIGRATION DOCUMENTS (ITEM 11 ABOVE)

If you are physically in the United States when you apply for admission to Fontbonne University you must comply with this requirement.

Physically in the United States means that you are visiting or you are transferring to Fontbonne University from another U.S. high school, college or university.

You must submit the following documents:

- 1) A copy of the U.S. visa page
- 2) A copy of your I-94 (departure record).
- 3) Transfer Form (transfer students only) from your current school indicating your current F-1 immigration status & SEVIS release date.
- 4) Official transcript from all U.S. colleges and universities attended (transfer students only).
- 5) Copies of all previous I-20 forms (transfer students only) issued by other colleges and universities.

Before Fontbonne University can issue a transfer I-20, a release date must be posted in the SEVIS database (done by the current school you are attending).

## CONFIRMATION OF ADMISSION

Your admission to Fontbonne University will be confirmed when you receive an official letter of admission from the International Center.

If you have questions regarding your application, please contact the International Center at (314) 889-4509 or [internationalaffairs@fontbonne.edu](mailto:internationalaffairs@fontbonne.edu)

**Mail the above materials together as a single application package to:**

Fontbonne University – International Center  
6800 Wydown Boulevard, St. Louis MO 63105-3098

# Undergraduate International Student Application

Photograph

Indicate semester you wish to start:

 Spring, 20\_\_\_\_  Summer, 20\_\_\_\_  Fall, 20\_\_\_\_ Male  Female Marital Status  Single  MarriedLast name **(as it appears in your passport)** \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
Month/Day/Year

Permanent Foreign Address (in home country):

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

Province/Territory \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Address in the United States (if available):

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone number \_\_\_\_\_

High School Attended \_\_\_\_\_  
(School name) (Date of graduation)

Who recommended Fontbonne University to you?

- 
- Friend/Relative
- 
- 
- Advertisement (Publication name) \_\_\_\_\_
- 
- 
- Internet (Search Engine or Web site used) \_\_\_\_\_
- 
- 
- School (Name) \_\_\_\_\_
- 
- 
- Agency (Name) \_\_\_\_\_
- 
- 
- College Fair (Name) \_\_\_\_\_

Address where you want your I-20 to be mailed \_\_\_\_\_

**Release Information**

I hereby give permission to Fontbonne University to release information concerning my status as a student to the following persons:

Father (Name) \_\_\_\_\_

Mother (Name) \_\_\_\_\_

Guardian/Sponsor (Name) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Personal Data

Date of application (month/day/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Will you be accompanied to the U.S. by any dependents?  Yes (If yes, please include copies of the dependent passports.)  No

Do you plan to live on campus?  Yes  No

Please check the appropriate box  Freshman (first-time college student)  Second degree (possess a bachelor's degree)  
 Transfer (previously attended college)  Reactivate (previously attended Fontbonne)

## Educational Information

Are you currently attending school in the United States:  Yes  No

If yes, enter the name and address of the school here:

Proposed major \_\_\_\_\_ TOEFL score \_\_\_\_\_ Date of TOEFL exam \_\_\_\_\_

**TOEFL alternate:** The following examinations are approved for substitution for the TOEFL: SAT Verbal Score, ACT English, AICE, IELTS, Michigan Test.  
(send official results)

Name of examination \_\_\_\_\_ Score \_\_\_\_\_ Date of examination \_\_\_\_\_

## Degree Information

Please check the major (  ) and the concentration ( \_\_\_\_\_ ) in which you are interested (only check one major):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Advertising  | <input type="checkbox"/> Elementary education*<br>_____ English | <input type="checkbox"/> Human services*  |
| <input type="checkbox"/> Art*   | _____ Language Arts   | <input type="checkbox"/> Mathematics*<br>_____ Applied mathematics                          |
| <input type="checkbox"/> Biology*<br>_____ Pre-professional medical programs        | _____ Mathematics   | <input type="checkbox"/> Middle school education*<br>_____ Language arts and social studies |
| <input type="checkbox"/> Biotechnology  | _____ Science   | _____ Mathematics and science   |
| <input type="checkbox"/> Business administration<br>_____ Accounting                | _____ Social Studies  | <input type="checkbox"/> Performing arts*<br>_____ Acting/directing                         |
| _____ Finance   | <input type="checkbox"/> English*<br>_____ Broadcasting         | _____ Art management  |
| _____ Management  | _____ Journalism  | <input type="checkbox"/> Psychology   |
| _____ Marketing   | _____ Professional writing                                      | <input type="checkbox"/> Religious studies  |
| _____ Retailing   | _____ Public relations  | <input type="checkbox"/> Social science/pre-law   |
| <input type="checkbox"/> Communication studies<br>_____ Broadcasting                | <input type="checkbox"/> Family and consumer sciences*          | <input type="checkbox"/> Sociology  |
| _____ Journalism  | <input type="checkbox"/> Fashion merchandising                  | <input type="checkbox"/> Special education*   |
| _____ Professional Writing  | <input type="checkbox"/> Fine arts*<br>_____ Ceramics           | <input type="checkbox"/> Speech-language pathology  |
| _____ Public Relations  | _____ Drawing   | <input type="checkbox"/> Sports management  |
| <input type="checkbox"/> Computer and information science<br>_____ Computer Science | _____ Graphic Design  | <input type="checkbox"/> 3/2 programs in conjunction with Washington<br>University          |
| _____ Information systems   | _____ Painting  | _____ Engineering   |
| <input type="checkbox"/> Deaf education*  | _____ Sculpture   | _____ Social work   |
| <input type="checkbox"/> Dietetics  | _____ Studio  | <input type="checkbox"/> Undecided  |
| <input type="checkbox"/> Early childhood*   | <input type="checkbox"/> General Studies                        | <input type="checkbox"/> Other: _____   |
|   | <input type="checkbox"/> History*                               |   |

**LEGEND**  Major \_\_\_\_\_ Concentration \* Teaching certification

Read carefully and sign:

I certify that the information I have given in this application is complete and accurate to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_