

Instructions for Submitting International Student Application for Graduate 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 Graduate 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 Bachelor's Degree.
- Transcripts, translated into English, from all colleges and universities attended post-Bachelor's Degree (when applicable).
- A Personal Statement describing your educational goals.
- Personal Finances, Proof of financial support.
- Three letters of recommendation.
- Copy of your passport page.
- Portfolio (for MFA and MA applicants only)

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. 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 Graduate 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. 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. equivalent academic program. 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

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. 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.

THREE LETTERS OF RECOMMENDATION (ITEM 8 ABOVE)

Please submit three 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

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

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



Graduate International Student Application

Indicate semester you wish to start:

Spring, 20____ Summer, 20____ Fall, 20____

Male Female **Marital Status** Single Married

Last 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 _____



International Center

Please select a program:

Early Intervention in Deaf Education

Master of Science

Computer Education

Master of Science

Family and Consumer Sciences

Master of Arts

Education

Master of Arts

Speech-Language Pathology

Master of Science

Fine Arts

Master of Arts Theatre Education

Master of Arts

Master of Fine Arts

Business

Master of Science – Accounting

Master of Business Administration –
International Program

Master of Business Administration –
Weekend Format

Master of Science in Taxation

Please select concentration:

Ceramics

Painting

Sculpture

Drawing

Are you a citizen of the United States? Yes No

If not, are you a permanent resident? Yes No

Have you previously applied or attended Fontbonne University? Yes No

If yes, please indicated date(s) _____

Immigration Status (visa status; i.e., F-1, F-2, H-1b, etc.) _____

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

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

Signature _____ Date _____