

# Agent Application Cover Letter

Application Submission Date: \_\_\_\_\_(MM/DD/YYYY)

## AGENCY INFORMATION:

Name of Agency: \_\_\_\_\_

Fontbonne ID#: \_\_\_\_\_

Agency Location (city, country): \_\_\_\_\_

Counselor Given Name: \_\_\_\_\_

Counselor Family Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

## STUDENT INFORMATION:

Student Given Name: \_\_\_\_\_

Student Family Name: \_\_\_\_\_

Semester Start Date: (Circle): FALL SPRING SUMMER YEAR: \_\_\_\_\_

Program (Circle): ESL Undergraduate Graduate

Degree/Major: \_\_\_\_\_

## ENCLOSED DOCUMENTS:

- Fontbonne application form**
- English language test score** (IELTS, TOEFL, etc) **or**  **Conditional** (undergraduate and MBA, only)
- Transcripts** (originals or certified copies only)
- Financial /Bank Statement**
- Financial support letter** (if financial/bank statement is not in the student's name)
- WES.org or ECE.org transcript evaluation** (if transferring credits to Fontbonne from a foreign institution)
- (2) Letters of recommendation** (undergraduate and graduate applicants only)
- Personal Statement** (not required for Intensive English Program students)
- Copy of Passport**
- Copies of previous I-20, I-94 and USA visa** (if student is transferring from another US institution)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Signature: \_\_\_\_\_

