

# International Student Application for Admission



ST. CATHERINE  
UNIVERSITY

Office of International Admission

2004 Randolph Avenue  
St. Paul, MN 55105 USA  
tel 1.651.690.6029  
fax 1.651.690.8824

## Personal Information

Name: \_\_\_\_\_

Please indicate former names, if any, under which your educational documents will arrive:

Mailing address: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address: \_\_\_\_\_ IM address \_\_\_\_\_

(Please inform us if any contact information changes after you submit your application)

Date of birth (month/day/year): \_\_\_\_\_ Country of birth: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_ U.S. permanent resident:  Yes  No

Gender:  Female  Male

If you are already in the United States, please answer the following questions.

On what date did you enter the U.S.? \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Visa type:  Student (F)  Exchange Visitor (J)  Visitor (B)  Other (specify) \_\_\_\_\_

If you hold a student visa, which institution issued the form I-20 with which you received your visa?

Name(s) of other colleges/universities you have attended since entering the U.S. \_\_\_\_\_

Reason for transferring: \_\_\_\_\_

If you have traveled or lived in countries other than your own, please indicate places, dates and purpose.

## Enrollment Information

When do you plan to begin your studies?  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Spring 20\_\_\_\_

Level of Study:  Associate degree  Bachelor's degree  Master's degree  Doctoral degree

Do you intend to complete a degree at St. Catherine?  Yes  No

If no, how long do you intend to study at St. Catherine? \_\_\_\_\_

Intended area of study at St. Catherine: \_\_\_\_\_

How did you first learn of St. Catherine University? \_\_\_\_\_

Do you wish to live at the university?  Yes  No

If no, please indicate your address off campus: \_\_\_\_\_

Other universities to which you have applied or intend to apply: \_\_\_\_\_

### Bachelor's (4 year) degree applicants only:

Do you wish to be considered for a partial undergraduate scholarship from St. Catherine University?  Yes  No

If yes, complete the enclosed Certification of Finances form and International Student Financial Aid Application.

If no, complete the enclosed Certification of Finances form.

**Family Information**

Mother's Name: \_\_\_\_\_  Living  Deceased  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
Email address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Is your mother or grandmother a graduate of St. Catherine University?  Yes  No  
If yes, please indicate when she/they graduated, former name(s), if changed, and degree(s):  
\_\_\_\_\_

Father's Name: \_\_\_\_\_  Living  Deceased  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
Email address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Spouse's name (if applicable): \_\_\_\_\_  Living  Deceased  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
Email address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

If you enroll at St. Catherine, please list the name(s) and relationship of family members who might accompany you:  
\_\_\_\_\_  
Names of friends and relatives who have attended St. Catherine University (past or present):  
\_\_\_\_\_

**Activities and Awards**

Please list the extracurricular activities in which you have participated, the length of your participation and your role (i.e. member, volunteer, president). Attach additional pages if necessary.

Activity	Length/frequency of participation	Role
_____	_____	_____
_____	_____	_____

Please list any scholastic awards or honors you have received. If you are a member of Phi Theta Kappa, please send a copy of your membership card with your application. Attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_

**Language Information**

List below the languages you know and rate your proficiency in each, using the terms Native, Good, Fair, or Poor.

Language	Reading	Writing	Speaking
English	_____	_____	_____
Native language: _____	_____	_____	_____
Other: _____	_____	_____	_____

Number of years you have studied the English language (please give specific dates):  
 In secondary school: \_\_\_\_\_  At a university: \_\_\_\_\_  Under private tutor: \_\_\_\_\_

Applicants for whom English is not their native language must provide an assessment of their English language ability. Applicants are not required to take each of the exams listed, but must meet the minimum requirement in at least one. Refer to the application instruction sheet for minimum required scores. Indicate if you have taken any of the following exams and your results:

**TOEFL** Date taken: \_\_\_\_\_ Total score: \_\_\_\_\_ **IELTS** Date taken: \_\_\_\_\_ Total score: \_\_\_\_\_  
**SAT** Date taken \_\_\_\_\_ Scores: Reading: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_ Multiple Choice: \_\_\_\_\_ Essay: \_\_\_\_\_  
**ACT** Date taken \_\_\_\_\_ Scores: English: \_\_\_\_\_ Math: \_\_\_\_\_ Reading: \_\_\_\_\_ Science: \_\_\_\_\_ Composite: \_\_\_\_\_

The St. Catherine University TOEFL and SAT code is 6105; the code for the ACT is 2096.

## Educational Background Summary

**Instructions:** This chart is intended to capture your *entire* educational history up to the present. Please attach additional pages if necessary. This chart must be completed in full. Make sure to include all university level studies, if applicable.

**Column 1:** On each line, write the appropriate years (for example, 2000-2001 or 2000) for every school year you attended.

**Column 2:** Write your age. If you were 6 years old when you began formal schooling for the first time, write 6 on the first line. Continue by writing your correct age for each year you attended school.

**Column 3:** These are the actual years you attended school. Your tenth year is number 10, your eleventh year is number 11, etc. Please combine your first six years of formal schooling on one line. After this first line, please account for every year on a separate line. If you were out of school for a length of time, please also indicate this.

**Column 4:** Write the kind of school you attended. For example: kindergarten, elementary, grundschule, volkschule, mittelschule, gymnasium, lycee, colegio, escolo superieur, secondary school, grammar school, teachers' college, university, etc.

**Column 5:** Enter the name of the school you attended that year.

**Column 6:** Write the city, village or town and country where each school you attended is located.

**Column 7:** Write the language used in class by your teachers.

**Column 8:** Write the name of any examination(s) you passed or certificate(s) you obtained at the end of that school year. If you did not take an exam or receive any type of certificate for every year, leave this column for those specific years blank. For example, if you completed secondary school at the end of your twelfth year, on that line write the name of the credential or examining board. Please use the actual name as it appears on the credential.

1	2	3	4	5	6	7	8
Calendar year	Your age	Year in school	Kind of school (elementary, colegio, etc.)	Full name of school	School Address (city and country)	Language of instruction	Certificates, diplomas, degree (if applicable)
		1-6					
		7					
		8					
		9					
		10					
		11					
		12					
		13					
		14					
		15					
		16					
		17					
		18					
		19					
		20					
		21					



# Application Instructions for BACHELOR (4 year) STUDENTS

Those applying for GRADUATE study, please refer to instructions on the other side.

## Application Deadlines

Including receipt of all documents

For students outside the USA/in the USA

Fall semester (September-December) . . . . . June 30/July 30

Winter semester (February-May) . . . . . November 15/  
December 15

Students applying for scholarships must apply by

Fall semester . . . . . March 15

Winter semester . . . . . October 15

## General Guidelines

- All documents must be original or certified photocopies. Original documents may be returned upon request.
- Any document in a language other than English must be accompanied by an official English translation. Applicants are not allowed to translate their own documents. A certified, professional translator must complete the translations.
- The university will not review an application for admission until all of the required documents have been received.

## Application Checklist

St. Catherine University International Student Application for Admission, completed in full. Please complete all the questions, including the shaded questions.

1 letter of recommendation

This letter should be from someone who has known you in an academic context. For scholarship consideration, we recommend that you submit at least two letters of recommendation. Please ask the person(s) writing your recommendation letter(s) to address your abilities as a student, your extracurricular activities and any academic accomplishments.

Personal Statement of 300-500 words

See page 4 of the international application form for topics.

## Educational Documentation

Official records from secondary schools attended listing all subjects completed and the grade/mark received.

Proof of completion of secondary school (diploma or other certificate)

If your secondary education culminates in a maturity certificate or final secondary school examination, submit an official copy of the grades received on each subject of your examination.

## Standardized tests

Assessment of English Language Ability

Applicants for whom English is not their native language must provide an assessment of their English language ability. Applicants are not required to take each of the exams listed, but must meet the minimum requirement in at least one. The following are the minimum required scores to establish sufficient English language ability for bachelor's level programs:

1. TOEFL: 61 on the internet-based exam or 500 on the paper-based exam. The university TOEFL code is 6105
2. IELTS: 6.0
3. SAT: 450 in both writing and critical reading sections. The university SAT code is 6105
4. ACT: 18 in both English and reading sections. The university ACT code is 2096
5. St. Catherine English Placement Test. Contact your admission counselor to schedule a time to take this exam.

## Financial Information

Certification of Finances form (see page 7 of the international application form)

Verification of finances available in the form of bank statements or other financial documentation (no older than 6 months). Please see the Certification of Finances form for specific information. The U.S. government requires all applicants to provide proof of ability to pay tuition and living expenses before the university can issue necessary forms to obtain a visa.

International Student Financial Aid Application is required of all students who would like to be considered for scholarships.

## Transfer students and advanced standing

Students with coursework completed at the advanced level (e.g. STPM, WASC, IB Higher Level exams, British Advanced Levels, etc.) or in other accredited institutions of higher education may be considered for advanced standing. Credit will be considered on a course-by-course basis. St. Catherine University reserves the right to make final decisions about credential evaluation and transfer credits.

Higher-level exam results (if applicable)

Official post-secondary/university transcripts

Credential evaluation. Students who have attended universities from outside of the U.S. must submit a course-by-course credential evaluation in order to receive transfer credits. This evaluation must be done by a credential evaluation agency approved by the university. Students must also submit course descriptions to the university in order to determine their equivalency in the St. Catherine curriculum.

# Application Instructions for GRADUATE STUDENTS

Those applying for BACHELOR (4 year) study, please refer to instructions on the other side.

## Application Deadlines

Please note that these deadlines are earlier than the specific program deadlines. This is done to ensure that all immigration requirements can be met in time for students to enroll for the desired term.

Doctor of Physical Therapy	October 15
Master of Arts in Education	March 15
Master of Arts in Nursing	December 15
Master of Arts in Occupational Therapy	December 15
Master of Social Work	December 15
Master of Holistic Health Studies	May 15
Master of Arts in Theology	
Fall Semester	May 15
Winter Semester	November 15
Summer Semester	March 15
Master of Arts in Organizational Leadership	
Fall term	May 15
Winter term	October 15
Spring term	January 15
Master of Library and Information Science	
Fall Semester	January 15
Winter Semester	August 15

## General Guidelines

- International applicants for graduate programs must complete the International Student Application for admission and the application for the specific graduate program. ***Please omit the shaded questions on the international application, as they only pertain to undergraduate students.***
- All documents must be original or certified photocopies.
- Any document in a language other than English must be accompanied by an official English translation. Applicants are not allowed to translate their own documents. A certified, professional translator must complete the translations.
- Applicants need only submit one copy of each educational document from every institution attended.
- The university will not review an application for admission until all of the required documents have been received.

## Application Checklist

- St. Catherine University International Student Application for Admission, completed in full.
- Graduate program application  
An application form for the specific graduate program to which you are applying is also required. This application lists all required information and documentation for the graduate program.
- Application fee of \$35.00  
Payment must be made by check drawn on a U.S. bank or international money order drawn in U.S. dollars, marked clearly with your name. Do not send currency or a postal order. Please make the check payable to St. Catherine University. Graduate students need only pay the application fee required for the specific graduate program.

## Educational Documentation

- Proof of completion of secondary school (diploma or other certificate).
- Proof of graduation from a post-secondary institution, with records of coursework completed and grades/levels achieved. Transcripts of work completed in the U.S. must be mailed directly from the U.S. institution to the Office of Graduate Admission.
- Credential evaluation. Most graduate programs require an evaluation of university transcripts from an approved credential evaluation agency. Please contact the graduate admission office to obtain the appropriate forms.

## Standardized tests

- The Test of English as a Foreign Language (TOEFL) is required of all applications whose native language is not English. The university code for TOEFL is 6105. A minimum score of 600 on the paper-based exam, 250 on the computer based exam or 100 on the internet-based exam is required for admission. See [www.toefl.org](http://www.toefl.org) for more information.

## Financial Information

- Certification of Finances form (See page 7 of the International Student Application for Admission form.)
- Verification of finances available in the form of bank statements or other financial documentation (no older than 6 months). Please see the Certification of Finances form for specific information. The U.S. government requires all applicants to provide proof of ability to pay tuition and living expenses before the university can issue necessary forms to obtain a visa.



## Certification of Finances Form

### PERSONAL INFORMATION:

Your name: \_\_\_\_\_  
Family/Surname Given/First Middle

Permanent address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Number of Children: \_\_\_\_\_ How many will accompany you to the USA: \_\_\_\_\_

How will you support your dependents if they accompany you to the USA?

\_\_\_\_\_

### FINANCIAL INFORMATION:

What is the present exchange rate of your country's currency to the US dollar? 1 US\$ = \_\_\_\_\_

Does your government impose any restrictions on exchange and release of funds for study in the USA?

Yes  No

If yes, describe:

\_\_\_\_\_

Do you have a source of emergency funds in the USA or another country?

Yes  No

If yes, name of source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

What is the total amount of money you expect to have when you arrive at St. Catherine University?

\$ \_\_\_\_\_

**A Certificate of Eligibility (I-20) will not be authorized until Pages 1 and 2 of this form are completed *IN FULL* and returned to St. Catherine University**

# St. Catherine University - Certification of Finances

## Page 2

### Student Sources of Funds

Source	Supporting Documentation Required	Assured Support 1st Year	Projected Support 2nd Year	Projected Support 3rd Year	Projected Support 4th Year
Personal Savings	Original letter from bank on official bank letterhead indicating available funds, or original bank statement no older than 6 months showing funds for student's expenses	\$	\$	\$	\$
Parents (please print name of each) _____ _____	Original bank statement no older than 6 months showing funds for student's expenses	\$	\$	\$	\$
Loans: (please print name of lending institution) _____	Original, official letter of certification from lending institution including amount of loan	\$	\$	\$	\$
Sponsor #1 (please print name of first sponsor) _____	Original letter of guarantee from sponsor with sponsor's original signature and original bank statement no older than 6 months showing funds for student's expenses	\$	\$	\$	\$
Sponsor #2 (please print name of second sponsor) _____	Original letter of guarantee from sponsor with sponsor's original signature and original bank statement no older than 6 months showing funds for student's expenses	\$	\$	\$	\$
Your government: _____	Original, official letter, confirming amount and type of financial aid	\$	\$	\$	\$
Other: _____	Original, official letter, confirming amount and type of financial aid	\$	\$	\$	\$
<b>TOTALS</b>		\$	\$	\$	\$

I certify that the information on this form is true, correct and complete. I understand that any misrepresentation may be cause for refusing or revoking admission.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor #2

\_\_\_\_\_  
Date