

COLLEGE OF
Saint Benedict  **Saint John's**
UNIVERSITY

2009-10

STEPS TO ENROLL FOR INTERNATIONAL STUDENTS

Congratulations on your acceptance to the

College of Saint Benedict

and Saint John's University.

We hope that you will accept our offer of

admission and become a part of the

CSB/SJU college tradition.

STEPS TO ENROLL

To confirm your intention to enroll and to initiate the registration process, please follow the instructions below:

ADVANCE ENROLLMENT DEPOSIT

Once you have made your final decision to enroll, we require a non-refundable advance deposit of \$500 U.S. dollars and a completed housing application form. The deposit should be sent to Roger Young, Director of International Admission, College of Saint Benedict/Saint John's University, Box 7155, Collegeville, MN 56321. The following methods of payment are acceptable: International money order, cashier's check, bank draft, Visa or Mastercard, or personal check. **DO NOT SEND CASH.** Checks should be made out to the College of Saint Benedict and Saint John's University. The payment will be credited to your student account for tuition. You may also pay the advance deposit online at: <https://www.csbsju.edu/admission/apply/onlineDeposit.aspx>.

PRIORITY DEADLINE

The National Association for Admission College Counseling (NACAC) requires U.S. colleges to "permit first-year candidates for fall admission to choose, without penalty, among offers of admission and financial aid until May 1." Because of strong interest in our colleges, we are unable to guarantee space for students seeking to enroll after this date. Students who seek to enroll after May 1 should be in contact with the Admission Office to determine the availability of space. Please contact the Admission Office if you have any questions.

FIRST TUITION PAYMENT

All new international students are required to submit the first tuition payment of \$2,500 U.S. dollars by June 1, 2009. This amount will be credited to your student account for tuition. Please follow the same method of payment instructions as mentioned in the Advance Enrollment Deposit section. The remaining amount due for tuition, fees, room and meals for the first semester will be due before your classes begin in August. *This payment may be made in person after you arrive.* NOTE: The tuition payment will be refunded if you are unable to enroll (i.e. student visa denial, extraordinary family or personal circumstances).

ADDITIONAL STEPS

OBTAINING YOUR U.S. STUDENT VISA

Consular Officers consider four basic areas to determine whether an applicant qualifies for a student visa. The applicant must:

1. Present evidence that the student has been accepted as a full-time student by a U.S. school authorized to accept international students.
2. Present evidence that the student has sufficient academic preparation for the proposed field of study.
3. Present evidence that the student has sufficient knowledge of English to complete the proposed course of study.
4. Present evidence that the student has adequate financial support to pursue studies without having to work in the U.S.

Each applicant should bring the following documents to the American Consulate to help establish that they qualify for a student visa:

1. Have a receipt in hand that the student has paid the \$100 SEVIS (Student and Exchange Visitor Information System) fee. See attached instructions on how to pay this fee.
2. A SEVIS I-20, "Certificate of Eligibility," issued by the academic institution the applicant wants to attend.
3. A complete nonimmigrant visa application form (DF-156) that is available free of charge at the U.S. Consulate.
4. One recent photograph, 3 cm. by 3 cm.
5. A passport valid to travel in the U.S.
6. The original of the applicant's TOEFL test score.
7. Evidence of means of financial support for at least the first year of study in the U.S. The applicant should bring both the originals and photocopies of all relevant financial documents.
8. Transcripts of the student's high school (and university, if applicable) records and examination results.

PHYSICAL EXAM AND OTHER HEALTH REQUIREMENTS

All incoming students need to complete a physical examination. The medical history and examination forms are included. The forms need to be completed prior to the beginning of classes and may be brought with you in August. Pay particular attention to the required immunization forms and the fact that Minnesota law is more stringent than most U.S. states. There is a health education office at CSB and a health center and pharmacy on the SJU campus staffed by medical professionals including a medical doctor (MD), a physician's assistant (PA), registered nurses (RNs) and physical therapists. Students from CSB and SJU may use the SJU Health Center and pharmacy. A major regional hospital is located 10 miles from the campuses in St. Cloud.

RESIDENTIAL OPTIONS

Please review the enclosed housing application form. REMINDER: The housing application form is to be completed only if you have submitted the advance enrollment deposit of \$500. You may mail it to Roger Young or fax it to 320-363-3206. Residence hall assignments and roommates will be determined in June.

ACADEMIC CATALOG

The academic catalog is available online at www.csbsju.edu/catalog.

FINAL OFFICIAL TRANSCRIPT

CSB and SJU require that your secondary school submit a certified photocopy of your final official transcript and/or external examination results that includes courses, marks or grades, rank in class (if applicable) and date of graduation.

CAMPUS CONTACTS

INTERNATIONAL ADMISSION

We welcome your calls and questions. Please contact us if we can be of assistance.

Phone: (320) 363-2191 or e-mail Roger Young at ryoung@csbsju.edu

ACADEMIC ADVISING

Contact the Academic Advising Office if you have questions about your class schedule, the transfer of college or university credits or academic requirements.

Phone: (320) 363-3272 or email Lisa Scott at lscott@csbsju.edu

INTERNATIONAL STUDENT PROGRAM

Contact the International Student Program Office if you have questions about orientation.

Phone: (320) 363-5704 or e-mail Addy Spitzer at aspitzer@csbsju.edu

FINANCIAL AID

Contact the Financial Aid Office if you have questions about your financial aid, scholarships and student employment.

Phone: (320) 363-5047 or e-mail Jane Haugen at jhaugen@csbsju.edu

STUDENT ACCOUNTS

Contact the Student Accounts Office if you have questions about our billing process or about payment options available for your family.

CSB: (320) 363-5387 or e-mail David Schneider at dschneider@csbsju.edu

SJU: (320) 363-2193 or e-mail Bonnie Meyer at bmeyer@csbsju.edu

RESIDENTIAL LIFE

Contact the Residential Life Office if you have questions about campus housing.

CSB: (320) 363-5580 or e-mail Mary Beth Thompson at mbthompson@csbsju.edu

SJU: (320) 363-2735 or e-mail Barb Frank at bfrank@csbsju.edu

HEALTH SERVICES

Contact the Health Education Office (CSB) or the Health Center (SJU) if you have questions about the required physical exam or other health requirements.

CSB: (320) 363-5605 or e-mail Barbara Buesing at bbuesing@csbsju.edu

SJU: (320) 363-3142 or e-mail healthcntrsw@csbsju.edu

TIMELINE

MAY 1

Students who intend to enroll must send the \$500 enrollment deposit by this date. Admitted students have a place reserved in our incoming class until this date. We are unable to guarantee enrollment to students who deposit after May 1. Contact the International Admission Office after this date for availability.

JUNE 1

First tuition payment of \$2,500 due.

JUNE 20

Class registration and housing assignments sent.

AUGUST 1

Arrival information must be sent or faxed to the International Admission Office. Fax: 320-363-3206.

AUGUST 19

International students arrive on campus; *please do not arrive before this date.*

AUGUST 20-22

International student orientation experience. (Mandatory)

AUGUST 23-25

Student orientation experience for all new students.

AUGUST 26

Fall classes begin.

2009-10 CALENDAR

FALL SEMESTER 2009

August 19	International students arrive on campus <i>(Please do not arrive before this date)</i>
August 20-22	International student experience
August 23-25	New student orientation experience
August 26	Classes begin
September 30	Heritage Day
October 8-11	Free days (long weekend)
November 24	Thanksgiving recess begins at 6 p.m.
November 30	Classes resume at 8 a.m.
December 14	Last day of classes
December 15	Study day for final exams
December 16-18	Final exams
December 18	Fall term closes at 3 p.m.

SPRING SEMESTER 2010

January 11	Spring semester opens, classes begin
March 1-5	Spring Break
March 31	Easter recess begins at 6 p.m.
April 6	Classes resume at 8 a.m.
April 28	Scholarship & Creativity Day
May 3	Last day of classes
May 4	Study day for final exams
May 5-7	Final exams
May 7	Spring semester closes at 3 p.m.
May 8	CSB Commencement at 2 p.m.
May 9	SJU Commencement at 2 p.m.