

## University of St Thomas International Application Form

### Application Requirements

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#### Checklist

- Completed application form and financial certification form** (included in this application booklet).
- Writing sample:** The writing sample should be 250-500 words (typed) and needs to be on one of the topics listed in this application booklet.  
Writing sample is not required for students planning to study English before their academic program at UST.
- English proficiency:** A list of acceptable English proficiency alternatives are listed at [www.stthomas.edu/admissions/international/ugadmreq/english](http://www.stthomas.edu/admissions/international/ugadmreq/english).
- Official documentation of financial support:** See the Financial Certification form in this booklet.
- Transcripts from study (photocopies acceptable):** Must be accompanied by certified English translations. Errors or omissions in English translations may be grounds for refusal or dismissal. You must provide original, official, final transcripts before registration for classes at St. Thomas.
- All college and/or university transcripts (photocopies acceptable):** Transcripts from every college or university attended must be sent to the Office of International Recruiting and Admissions. Please provide any and all course descriptions and course catalogs. All transcripts must be accompanied by certified English translations except for the course catalog. Errors or omissions in English translations may be grounds for refusal or dismissal. Omission of transcripts from a college or university attended may be grounds for refusal or dismissal. You must provide original, official transcripts before registration for classes at St. Thomas.
- Copy of passport picture page:** All applicants should include a copy of the picture page from their current passport.
- Copy of dependents' passport picture page(s):** Applicants who will be bringing a dependent (spouse or child) to the United States should include a copy of the picture page of the current passport of each dependent who will be accompanying the applicant.
- Copy of current visa and I-94 card:** Applicants currently inside the United States should include a copy of their current visa and a copy of the I-94 card issued upon their most recent entry into the United States.
- Copy of current I-20:** Applicants currently attending a high school, college, or university inside the United States on an F-1 visa should include a copy of their most recent I-20 form.
- SEVIS Transfer Form (F-1 Immigration Transfer Form):** Applicants currently attending a high school, college, or university inside the United States should complete the form found at [www.stthomas.edu/admissions/international/files/SevisTransferForm.pdf](http://www.stthomas.edu/admissions/international/files/SevisTransferForm.pdf).
- (Optional) Scholarship application information and scholarship essay** (included in this application booklet).

#### Submit application to:

Email: [educoapps@stthomas.edu](mailto:educoapps@stthomas.edu)



# International Student Application

Please print in black or blue ink

## Enrollment Information

Application for:  Fall  Spring Year: 20\_\_\_\_ Status:  Freshman  Transfer

## Applicant Information

Full legal name in English exactly as it appears on your passport.

Last Name \_\_\_\_\_  
(Family or Surname)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
(Given Name)

Preferred First Name \_\_\_\_\_ Previous/Former Last Name \_\_\_\_\_  
(Nickname) (if applicable) (if applicable)

Permanent address (must be in home country)  
Street address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Current address (if different from permanent)  
Street address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Send I-20 to  
Street address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Current telephone (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
(country code) (city or area code)

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

Date of birth \_\_\_\_\_ Gender:  Male  Female  
Month / Day / Year

Country of birth \_\_\_\_\_

Country of citizenship \_\_\_\_\_

Country of permanent residence \_\_\_\_\_

## Dependents

If dependents (spouse/children) will be accompanying you to the United States, you will be expected to provide proof of \$6,000 per year for one dependent and an additional \$3,000 per year for additional dependents.

Do you intend to bring any dependents with you to the United States?  Yes  No

If you answered yes: How many dependents do you intend to bring? \_\_\_\_\_

Additional information for any dependents will be requested.



Please print in black or blue ink

Applicant name: \_\_\_\_\_  
(Last) (First) (Middle)

### Undergraduate Programs

Choose one. **Note: The major you mark is the major that will appear on your I-20.**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> undecided                    | <b>computer sciences</b>  | <input type="checkbox"/> German                                | <b>pre-professional programs</b>                  |
| <input type="checkbox"/> actuarial science            | <input type="checkbox"/> computer science                       | <input type="checkbox"/> global health                         | <input type="checkbox"/> pre-chiropractic         |
| <input type="checkbox"/> art history                  | <input type="checkbox"/> information security                   | <input type="checkbox"/> health promotion                      | <input type="checkbox"/> pre-dentistry            |
| <input type="checkbox"/> biochemistry                 | <input type="checkbox"/> information systems                    | <input type="checkbox"/> history                               | <input type="checkbox"/> pre-law                  |
| <input type="checkbox"/> biology                      | <input type="checkbox"/> criminal justice                       | <input type="checkbox"/> international studies                 | <input type="checkbox"/> pre-medicine             |
| <b>business administration</b>                        | <input type="checkbox"/> economics                              | journalism (see communication and journalism)                  | <input type="checkbox"/> pre-occupational therapy |
| <input type="checkbox"/> accounting                   | <b>education</b>  | <input type="checkbox"/> justice and peace studies             | <input type="checkbox"/> pre-optometry            |
| <input type="checkbox"/> business communication       | <input type="checkbox"/> elementary education                   | <input type="checkbox"/> Latin                                 | <input type="checkbox"/> pre-pharmacy             |
| <input type="checkbox"/> entrepreneurship             | <input type="checkbox"/> secondary education                    | <input type="checkbox"/> literary studies                      | <input type="checkbox"/> pre-physical therapy     |
| <input type="checkbox"/> family business              | <b>engineering</b>  | <input type="checkbox"/> mathematics                           | <input type="checkbox"/> pre-physician assistant  |
| <input type="checkbox"/> financial management         | <input type="checkbox"/> computer engineering                   | <b>music</b>   | <input type="checkbox"/> pre-veterinary medicine  |
| <input type="checkbox"/> general business management  | <input type="checkbox"/> electrical engineering                 | <input type="checkbox"/> liturgical music                      | <input type="checkbox"/> psychology               |
| <input type="checkbox"/> human resources management   | <input type="checkbox"/> liberal arts engineering (3-2) program | <input type="checkbox"/> music                                 | <input type="checkbox"/> public health studies    |
| <input type="checkbox"/> international business       | <input type="checkbox"/> mechanical engineering                 | <input type="checkbox"/> music business                        | <input type="checkbox"/> social sciences          |
| <input type="checkbox"/> leadership and management    | <input type="checkbox"/> English                                | <input type="checkbox"/> music education – instrumental (K-12) | <input type="checkbox"/> social work              |
| <input type="checkbox"/> legal studies in business    | <input type="checkbox"/> English – writing                      | <input type="checkbox"/> music education – vocal (K-12)        | <input type="checkbox"/> sociology                |
| <input type="checkbox"/> marketing management         | <input type="checkbox"/> environmental science                  | <input type="checkbox"/> music performance                     | <input type="checkbox"/> Spanish                  |
| <input type="checkbox"/> operations management        | <input type="checkbox"/> environmental studies                  | <input type="checkbox"/> neuroscience                          | <input type="checkbox"/> statistics               |
| <input type="checkbox"/> real estate studies          | <input type="checkbox"/> exercise science                       | <input type="checkbox"/> philosophy                            | <input type="checkbox"/> theology                 |
| <input type="checkbox"/> Catholic studies             | <input type="checkbox"/> family studies                         | <input type="checkbox"/> physics                               | <input type="checkbox"/> women’s studies          |
| <input type="checkbox"/> chemistry                    | <input type="checkbox"/> French                                 | <input type="checkbox"/> political science                     |   |
| <input type="checkbox"/> classical civilization       | <input type="checkbox"/> geographic information systems         |  |   |
| <input type="checkbox"/> classical languages          | <input type="checkbox"/> geography                              |  |   |
| <input type="checkbox"/> communication and journalism | <input type="checkbox"/> geology                                |  |   |

### Graduate Programs

- |  |   |
|--|---|
| <input type="checkbox"/> Master of Arts degree in Art History                | <input type="checkbox"/> Master of Software Systems   |
| <input type="checkbox"/> Master of Arts degree in Catholic Studies           | <input type="checkbox"/> Master of Manufacturing Systems Engineering                          |
| <input type="checkbox"/> Master of Arts degree in English                    | <input type="checkbox"/> Master of Science degree in Electrical Engineering                   |
| <input type="checkbox"/> Master of Arts degree in Music Education            | <input type="checkbox"/> Master of Science degree in Manufacturing Engineering and Operations |
| <input type="checkbox"/> Master of Business Administration                   | <input type="checkbox"/> Master of Science degree in Manufacturing Systems                    |
| <input type="checkbox"/> Master of Science degree in Accountancy             | <input type="checkbox"/> Master of Science degree in Mechanical Engineering                   |
| <input type="checkbox"/> Master of Science degree in Real Estate             | <input type="checkbox"/> Master of Science degree in Regulatory Science                       |
| <input type="checkbox"/> Master of Business Communication                    | <input type="checkbox"/> Master of Science degree in Systems Engineering                      |
| <input type="checkbox"/> Doctor of Psychology (Psy. D.)                      | <input type="checkbox"/> Master of Science degree in Technology Management                    |
| <input type="checkbox"/> Master of Arts degree in Counseling Psychology      | <input type="checkbox"/> Legum Magister (LL.M.) in U.S. Law                                   |
| <input type="checkbox"/> Master of Science degree in Data Science (Big Data) | <input type="checkbox"/> Doctorate of Social Work   |
| <input type="checkbox"/> Master of Science degree in Information Technology  | <input type="checkbox"/> Master of Social Work  |
| <input type="checkbox"/> Master of Science degree in Software Engineering    |   |
| <input type="checkbox"/> Master of Science degree in Software Management     |   |



Please print in black or blue ink

**Scholarship**

- I am applying for an EduCo scholarship. (See *Scholarship Information* in this booklet.)
- I am not applying for a scholarship.

**Educational information** \_\_\_\_\_

**High Schools (Secondary Schools):**

Example

<i>Roosevelt Secondary School</i>	<i>Quito, Ecuador</i>	<i>9/2010-5/2014</i>	<i>Bachiller</i>
Name of High School	City and Country	Dates attended	Name of degree, diploma or certificate (if any)

**Colleges or Universities:**

Example

<i>Sophia University</i>	<i>Tokyo, Japan</i>	<i>9/2014-5/2015</i>	<i>(none)</i>
Name of College or University	City and Country	Dates attended	Name of degree, diploma or certificate (if any)

**Activities:** Sports, clubs, intramurals and activities you would like to be involved in at St.

Thomas: For additional information on activities and clubs, visit the UST Clubs and Organizations website at: [www.stthomas.edu/ustclubs](http://www.stthomas.edu/ustclubs)

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**Living Arrangement** I plan to live  on campus\*  off campus

**Other schools you are considering:**

School	City / State / Country

**Visa information** \_\_\_\_\_

If you are not in the United States, what type of visa do you expect to hold while at the University of St. Thomas? \_\_\_\_\_

If you are in the United States, what is your non-immigrant status (what visa status do you hold)? \_\_\_\_\_

**Writing Sample** \_\_\_\_\_

All applicants are required to submit a writing sample (250-500 words). This writing sample needs to be on one of the topics listed below.

*Topics:*

1. Discuss a meaningful contribution you have made through involvement in school, church or community activities.
2. Describe an event, a person or an educational experience that has had a major impact on your life and why.

\*on campus housing is only available to undergraduate students



Please print in black or blue ink

**Family Information**

Father's last name (family name / surname)

Mother's last name (family name / surname)

Father's first name (given name)

Mother's first name (given name)

Father's home address

Mother's home address (if different from father's home address)

Father's City, State/Province, ZIP code, Country

Mother's City, State/Province, ZIP code, Country (if different from father's)

Father's occupation

Mother's occupation

Father's employer

Mother's employer

( ) ( )  
(Country code) (City / area code) Father's telephone

( ) ( )  
(Country code) (City / area code) Mother's telephone

Father's e-mail

Mother's e-mail

List relatives who attended or currently attend St. Thomas (name and relationship):

List names and ages of brothers and sisters in the United States, schools they currently attend, and dates of attendance:

**Who/What encouraged you to apply to St. Thomas? (Please check all that apply.)**

- Mailings from St. Thomas
- High school counselor
- St. Thomas alumnus/a
- Magazine/newspaper article
- College fair
- High school visit
- Campus visit
- Other
- Advertisement
- Web site
- Friend/relative

Are you working with Nacel Open Door?  Yes  No

Are you working with an educational agent?  Yes  No

If yes, please list the agency name and address:

**Student Statement**

I certify the information provided on this application is complete and accurate to the best of my knowledge and understand that any misrepresentation or omission regarding enrollment in other institutions may void my application or result in dismissal.

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

The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sexual orientation, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.

Please print in black or blue ink

## Financial Certification

U.S. Department of Homeland Security regulations require the university maintain records showing you have met its financial requirements (as well as its academic and language proficiency requirements). **You are responsible for demonstrating you have sufficient funds to meet all educational and personal expenses for the duration of your F-1 status at the university.** This means you must provide proof you have at least the amount necessary to cover your tuition, fees, living and personal expenses for your first academic year (nine months). This amount can be found by going to [www.stthomas.edu/admissions/international/ugadmreq/finreq](http://www.stthomas.edu/admissions/international/ugadmreq/finreq) and clicking on the link under *Cost of Attendance*. You may also email us at [international@stthomas.edu](mailto:international@stthomas.edu) if you cannot access this site or have any questions regarding the information. Note: If you attend summer session and/or bring your spouse or other dependents with you to the United States, you must certify you have the additional funding necessary to cover the additional costs.

## Financial Documentation

Official proof of funding cannot be more than 3 months old at the time of application and funding needs to be in liquid assets only. Funds do not need to be in U.S. dollars.

The documentation of funding (for applicant, family member & individual sponsor) must be on original bank letterhead stationery with a signature of a bank official in ink. A photocopy of a bank statement, savings account statement, or certificate of deposit will also be accepted if it is stamped by the issuing bank in original stamp ink and has a signature of a bank official in ink.

\* If funding will be provided by a family member or individual sponsor their signature is required on the bottom of this form. If a signature cannot be obtained on this form, a signed letter from the family member and/or individual sponsor is required. The letter must include your name, the family member or individual sponsor's name, the amount the family member or individual sponsor is willing to fund per year, and the length of time the funding will be available.

An English translation by an official translating agency may be necessary; if so, please provide this along with the documentation you submit. All financial documentation must be received before your immigration paperwork can be issued.

## Scholarships

Documentation of outside scholarships you will receive is also required. This documentation must include a copy of the award letter and the details of the scholarship(s).

If you are applying for an EduCo scholarship, you will still need to indicate the amount you and/or your family member and/or your individual sponsor will be funding. Scholarships are not guaranteed and if you do not receive a scholarship, you will be asked for additional proof of funds.

## Source of Funds

SOURCE OF FUNDS	AMOUNT PER YEAR	NUMBER OF YEARS SUPPORT PROVIDED
<b>Applicant</b> (attach bank statement)	\$ _____	_____
<b>Family Member</b> (attach bank statement)	\$ _____	_____
<b>Individual Sponsor</b> (attach bank statement)	\$ _____	_____
<b>Outside Scholarship</b> (attach award letter and details of scholarship) Type and source: _____	\$ _____	_____
<b>Total:</b> (must equal the University's cost of attendance)	\$ _____	
<b>EduCo Scholarship:</b> Applying for a scholarship?	<b>YES</b> <b>NO</b> (circle one)	

My signature on this Financial Certification indicates I understand I am responsible for all tuition, fees and expenses I incur during my attendance at the University of St. Thomas. With the exception of any scholarship offered to me by the university, I understand the University of St. Thomas will not guarantee employment, and I do not expect the university to assist me financially. I also certify that the information provided here is correct and complete.

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

\*Family Member Signature (if a source of funding): \_\_\_\_\_ Date: \_\_\_\_\_

\*Individual Sponsor Signature (if a source of funding): \_\_\_\_\_ Date: \_\_\_\_\_

## EduCo Scholarship Application for International Students

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Please print in black or blue ink

Full legal name in English exactly as it appears on your passport.

**Last Name:** \_\_\_\_\_

(Family or Surname)

**First Name:** \_\_\_\_\_

(Given Name)

**Middle Name:** \_\_\_\_\_

### Application Checklist:

- Apply for admission to the University of St. Thomas.
- Complete this form and attach:
  - One letter of recommendation from a teacher or school administrator.
  - A one-page written essay explaining why a scholarship should be awarded to you. In the essay, include:
    - reasons why you wish to attend the University of St. Thomas.
    - any leadership activities, service organizations, or clubs in which you have participated (list and explain).
    - what you plan to do in the future to help others and/or future generations.
    - other evidence that supports why you should be awarded a scholarship to attend the University of St. Thomas.
- Submit official proof of financial support and the financial certification form.

**Note:** scholarship applications will not be reviewed until **all** of these items are received.

### Criteria:

- You must be a degree-seeking non-immigrant visa holder and/or you will be applying for a non-immigrant visa to study in the United States; priority is given to F1 visa holders/applicants.

### Awards:

- Scholarships are based on merit.
- Scholarships are highly competitive and are limited to only a few awards offered yearly.
- The maximum award can equal up to one half of the tuition cost.
- Scholarships are available for one degree only.

### Maintaining an Award:

- Scholarship recipients remain eligible to maintain the scholarship for the duration of their degree requirements: a maximum of eight semesters for undergraduate students.
- Scholarship recipients are expected to make regular progress toward the degree and maintain a 2.75 grade point average at the undergraduate level.
- Scholarship recipients are expected to participate in campus life and activities.
- Scholarship recipients who obtain an H1B visa status or permanent residency are not eligible to maintain an award.



## Credit Card Payment Request Form

### GRADUATE PROGRAMS ONLY

Please print in black or blue ink

Full legal name in English exactly as it appears on your passport.

#### Student Information

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

Student Number: \_\_\_\_\_

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

Program Start Date: \_\_\_\_\_

(mm/dd/yyyy)

#### Credit Card Information

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

Card Expiry: \_\_\_\_\_

(mm/dd/yyyy)

Card Type:     VISA     MASTER

Name of Card Holder: \_\_\_\_\_

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

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

Date: \_\_\_\_\_