

## How to apply to Bob Jones University

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Bob Jones University should receive your application for admission 4-12 months before you intend to enroll. If you apply within four months of enrollment, we will try to do everything we can to help you finish in time, but we cannot guarantee that you will be admitted to come in the semester for which you applied.

Some of the guidelines given below are imposed by outside organizations and government agencies. **It will be best if you allow four months or longer for processing.**

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### Admission Timeline

<p><b>Research</b></p>	<ul style="list-style-type: none"> <li>• Make initial contact with BJU.</li> <li>• Read through admission information available online at <a href="http://www.bju.edu/admission/apply/international">www.bju.edu/admission/apply/international</a>.</li> <li>• Start your application.</li> </ul>
<p><b>Submit Application</b> (at least 4 months before start of semester)</p>	<p>Submit application from <a href="http://www.bju.edu/apply">www.bju.edu/apply</a> with the \$250 deposit.</p>
<p><b>Once Application is Submitted</b></p>	<ul style="list-style-type: none"> <li>• Send in all required documents (Transcript, TOEFL/E3PT scores, Passport photo).</li> <li>• Submit any other necessary documents (communicated by your admission counselor).</li> <li>• BJU will contact your references for recommendations.</li> </ul>
<p><b>Admittance Decision will be made</b></p>	<p>Once all of these documents are turned in, your admission counselor will submit your name to the Admission Committee.</p>
<p><b>After Admittance Decision</b></p>	<ul style="list-style-type: none"> <li>• Take SAT, ACT, or CLT.</li> <li>• Work through Financial Aid.</li> <li>• Send the <a href="#">Financial Affidavit</a> with a corresponding bank statement.</li> <li>• Submit Immunization Form by August 1</li> </ul>
<p><b>Starting 4 Months Before Arrival</b></p>	<ul style="list-style-type: none"> <li>• BJU begins processing the I-20's of those students who have completed all of the application/admission steps.</li> <li>• Apply for the F-1 visa (fees apply) and secures travel to Greenville, S.C.</li> <li>• Watch for your invitation to register for New International Student Orientation.</li> </ul>

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## Beginning Steps

- **Send Application Form and Deposit:** Start your application at [www.bju.edu/apply](http://www.bju.edu/apply)  
**Here are some tips.** You will probably not have a Social Security number if you have not previously worked in the U.S. Enter 000-00-0000 in the Social Security question.  
**If you are in the U.S. now** and have a visa status, choose the correct one from the drop-down box.  
**If you are not currently in the U.S.,** you should leave the visa status question blank.
- **To submit your application,** you will need a valid credit card account. The CVV is a three-digit authorization code from the back of a credit card.  
  
The \$250 deposit is applied to the first month's tuition and fees. If you want to withdraw your application before you are admitted, then you are able to request a refund. This deposit will be used to help with your school bill if you choose to attend BJU.

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## First Documents Needed

After submitting your application, you will have access to [your admission portal](#) with a list of additional items you should complete.

- **Take a photo of your passport ID page** and upload it to your portal.
- **Tell your two references that BJU will contact them electronically** to request a recommendation if you submitted their names and email addresses on your application.
  - Your **church leader** must send one of the recommendations.
  - All recommendations should be from
    - an adult (age 25 or older)
    - someone who is not a member of your family
    - someone who has known you for at least the last six months.
  - Recommendations should be provided on our forms.
  - Recommendations should be either
    - Submitted through our online link sent to your recommendation, or
    - Sent by the person making the recommendation directly to the admission counselor, not you (the applicant).
  - Recommendations should be in English.
- **Request for your school(s) send your transcript.**
  - **High School:** Ask your secondary school and/or exam board to email us an original, official transcript and/or examination results slip. English translations are required.
  - **Post-Secondary:**
    - **U.S. institution** – Request an official transcript to be sent to BJU.
    - **Institution outside the U.S.** – submit a [credential evaluation](#) report from [World Education Services \(WES\)](#) or [SpanTran](#).
- **Test of English for Admission:** If your birth language is not English, we require you to take an [English exam for admission](#) to BJU. We accept either the [TOEFL](#), [TOEFL Essentials](#), or the [English 3 \(E3PT\)](#) for admission.
  - Which test you take is your choice; we recommend that you study in advance using preparation materials online so you can demonstrate your best ability.
  - Please use the following chart for the score requirements for admission.

Minimum Entry Requirements	TOEFL iBT	TOEFL Essentials	IELTS	English 3 (E3PT)
<b>Undergraduate</b>				
Regular Admission	61 (section scores of 15)	7.5 (section scores of 7)	6.0 (section scores of 6.0)	62 (section scores of 15)
Bridge to College English	48 (section scores of 10)	5.5 (section scores of 5)	5.5 (section scores of 5.5)	58 (section scores of 10)
<b>Graduate</b>				
Regular Admission	79 (section scores of 19)	9 (section scores of 8.5)	6.5 (section scores of 6.5)	72 (section scores of 16)
Bridge to College English	62 (section scores of 15)	7.5 (section scores of 7)	6.0 (section scores of 6.0)	62 (section scores of 13)
<b>PhD</b>				
Regular Admission	100 (section scores of 23)	10.5 (section scores of 10)	7.0 (section scores of 7.0)	82 (section scores of 20)
Bridge to College English	determined case-by-case			

- We require official results reported to BJU directly from the test administrator. Consider that scoring time for TOEFL is 10—14 days and scoring time for the E3PT is 1—5 business days.
  - **Bridge to College English:** If you are not able to demonstrate the above score or if you recognize that your English-language skills are weak, you may qualify for a special course of instruction offered by BJU, the [Bridge to College English \(BCE\)](#).
  - The BCE program is a one-semester (15-week) program of English instruction offered only during the first semester (August through December) each year.
- **There may also be other items required for admission.** Your admission counselor will communicate this type of information with you.

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## Other Forms after the Admittance decision

- **Work through [financial aid](#):** Your admission counselor will help you through this process after the admittance decision.
- **Take an SAT, ACT, or CLT** in your country and request that official score results be sent to BJU. The school code for ACT is 3836, and the school code for SAT is 5065.
- Submit the **Immunization Form by August 1**.
- Submit the [Financial Affidavit](#) and **Bank statement(s)**
  - Read the affidavit instructions explaining how to complete the form and supporting bank statement.
  - Finish the Adjustments Worksheet at the bottom of the first page.
  - Sign, date and notarize the affidavit. **The affidavit does not need to be notarized if your parents are financial guarantors**, because parents are already legal guarantors for their children.
  - Include a supporting bank statement or letter showing in an account actual funds available that meet or exceed the minimum required for your first year of study.
  - Keep your original documents to support your visa interview.

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## I-20 and Visa Processing

- After you are admitted by the Admission Committee and you work through the steps listed above, BJU will issue a Form I-20.
  - The I-20 will be issued and sent **once your admission file is complete**.
  - I-20s will be sent to the student's main email account.
  - When you receive the I-20, **you will first have to pay a \$350 SEVIS I-901 fee**; instructions will be included with your I-20. Then schedule an appointment at a U.S. Consular office to obtain a visa. It may be several weeks before you can be scheduled for a visa interview. After the interview, it may take some additional time to receive the actual visa. Do not schedule a visa interview until after you receive the I-20 and have paid the \$350 SEVIS I-901 fee.

