

# INTERNATIONAL STUDENT GUIDE

## FOR ENTRANCE FALL SEMESTER

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### STEPS IN APPLYING FOR ADMISSION TO BOB JONES UNIVERSITY

Bob Jones University should receive your application for admission at least six months before you intend to enroll. If you apply within six months of enrollment, you understand that you will be applying in the late period; while we will try to do everything we can to help you finish in time, we cannot guarantee that you will be accepted 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 six months for processing.

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### SEQUENCE OF EVENTS

- Prior to Feb. 1                      Make initial contact with BJU.  
Read through admission information, available online at [www.bju.edu/admissions](http://www.bju.edu/admissions) (click on the link for international students).
- Prior to March 1                      Send application form online from [www.bju.edu/apply](http://www.bju.edu/apply), and the \$295 fees.
- March 1–April 15 (6 weeks) Request recommendations and have them sent to BJU by email ([bboudrea@bju.edu](mailto:bboudrea@bju.edu)).  
Take the TOEFL and have scores sent to BJU (institution code 5065).  
Request a credentials evaluation report from World Education Services  
<http://www.wes.org/application>.  
Send the Financial Affidavit (and if applicable the Guarantor Form), with a supporting bank statement to BJU.
- April 15–May 30 (6 weeks) Records Processed.  
BJU receives credentials evaluation report from World Education Services.
- June 1–July 30 (8 weeks) Student will be notified of acceptance, and I-20 will be mailed.  
Student applies for the F-1 visa and secures travel to Greenville, SC.

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### MAKE INITIAL CONTACT

- Contact the Admissions Office for information.** This step should be done well in advance (7 months or more) of your intended term of enrollment. The contact information to use is

By mail:

Mr. Bryan Boudreau  
International Admissions Counselor  
Bob Jones University  
Greenville, SC 29614 USA

E-mail: [bboudrea@bju.edu](mailto:bboudrea@bju.edu)  
Website: [www.bju.edu](http://www.bju.edu)  
Telephone: 01-864-242-5100, ext. 2072  
Fax: 864-770-1323

The best resource for information is the Bob Jones University website, [www.bju.edu](http://www.bju.edu). Here you will find a detailed list of the programs of study we offer, our catalog, general information about the school, and specific Admissions instructions along with our online application.

- Send Application Form and Fees**

- Fill out the **Application for Admission** online completely and carefully ([www.bju.edu/apply](http://www.bju.edu/apply)). If you need a paper application, the Admissions Office can mail one to you upon request, or you may print a paper application from the website.

**Here are some tips.** You will probably not have a Social Security number if you have not previously worked in the U.S.A. Enter 000-00-0000 in the Social Security question. If you are in the U.S.A. now and have a visa status, choose the correct one from the drop-down box. If you are not currently in the U.S.A., you should leave the visa status question blank.

- Send a total of **\$295 in United States dollars** with the application to BJU; the fastest way to do this is to include a valid credit card number on the secure online application form. BJU will also accept a check or money order sent by post.

The \$295 includes a \$45 nonrefundable application fee and a \$250 reservation fee that is applied to the first month's tuition and fees. It is designed to be a commitment fee and is refundable if you decide not to attend BJU prior to your official notification of acceptance. After you are accepted, the fee cannot be refunded.

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## OTHER NEEDED RECORDS AND INFORMATION

After BJU receives your online application, we will send you a letter by mail with a list of additional paperwork you should complete. This letter and some of the forms will be available by e-mail upon request.

- Fill out the **Statement of Church Involvement** form completely.
- Choose a major** if you have not done so already.
- Make a photocopy of your passport ID page.
- Contact **three references** and request that they write a personal character recommendation.
  - *Your pastor* must send one of the recommendations.
  - The other two recommendations should come from adults who are not members of your family and who have known you for at least the last six months.
  - We prefer that recommendations be sent by e-mail, to the International Admissions Counselor at [bboudrea@bju.edu](mailto:bboudrea@bju.edu); however, they can also be submitted by mail, fax, or direct telephone call.
  - Recommendations should be sent by the person making the recommendation, not you, the applicant.
  - *Recommendations should be in English.*
- Request a **credentials evaluation report from World Education Services** <http://www.wes.org/application/>.
  - Students with no prior college work should apply for a document-by-document evaluation of their secondary school transcript.
  - Students with prior college work, but who have not completed a degree, should submit to WES both the final transcript of their secondary school work for a document-by-document evaluation and the transcript of their college work for a course-by-course evaluation.
  - Students who have completed a college degree need to provide only the final transcript of their college work for a course-by-course evaluation.
  - Bob Jones University must be identified as a recipient of the completed World Education Services report.
- Fill out the **Financial Information for International Students** form. The United States Government requires that all international students demonstrate sufficient financial resources. Our Financial Information for International Students form is designed to secure information from you that will meet this requirement. Choose **Method I** or **Method II**.
  - **Method I** requires an advance payment of the first year's room, board and tuition. We ask for the advance payment as the last item, after all other admission paperwork has been received, but before we will accept the student for admission or issue a Form I-20.
    - Fill out the Financial Affidavit page indicating Method "I," sign it, and send it to the Admissions Office at BJU.
    - Wait to receive a notice from the International Admissions Counselor that all your admission paperwork has been received in the Admissions Office, and that it is time to send the funds.
    - The International Admissions Counselor will give you instructions for a bank transfer of funds, using BJU's bank account and routing numbers. BJU has no control over the international transfer of funds, which depends on ever-changing rules of individual countries and will be subject to exchange rates.
  - **Method II** requires that you secure a United States citizen currently residing in the U.S.A. who meets the requirements listed on the Guarantor Form to act as a guarantor.
    - Applicant:** fill out the Financial Affidavit page indicating Method "II," sign it, and send the Financial Affidavit and Guarantor Form to the person who is willing to act as your guarantor.
    - Guarantor:** fill out the Guarantor Form, have it notarized, and send both the Financial Affidavit from the student and Guarantor Form to the Admissions Office at BJU.

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## RESULTS OF THE TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

You should earn a score of 61 on the Internet-based TOEFL (iBT) with a minimum score of 15 in each section, to demonstrate your ability to study successfully at the university undergraduate level. A TOEFL score of 500 (PBT) will also be acceptable.

- If you will be applying for admission to graduate school (a master's degree or a doctorate), you should earn a score of 79 on the iBT with a minimum score of 19 in each section.
- However, if you are unable to demonstrate the above score standard on the TOEFL, 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 (four and one-half months) program of English instruction offered only during the Fall semester (August through December) each year. The following standards apply for admission to the BCE:
  - Admission to undergraduate: 48 iBT with scores of 10 in each section.
  - Admission to graduate: 52 iBT with scores of 10 in each section.
- For the latest TOEFL information, visit the TOEFL website [www.toefl.org](http://www.toefl.org). You may also write to TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton NJ 08541-6151 USA.
- All international students must take the TOEFL exam. Depending on the country, the exam is offered only at selected times and places. It normally takes four to six weeks for the exam results to be reported to BJU. You should start checking into taking the TOEFL immediately upon expressing interest in BJU.
- The code for Bob Jones University is 5065. You should include this code on your test registration form so the testing center can send us an official TOEFL score report.

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## APPLICATION EVALUATION AND ACCEPTANCE

- Regular evaluations are done on each student's application file until the necessary information reaches BJU; you will receive periodic reminder letters and a maximum of nine weeks to supply the information BJU requests to complete your admission.
- When all the application paperwork mentioned above has been received, your records will be submitted to the Admissions Committee for its decision. The decision in many cases takes two to four weeks (longer for graduate applications). You will be notified in writing of the Committee's decision.

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## I-20, VISA PROCESSING, AND OTHER FORMS AFTER ACCEPTANCE

If you are accepted by the Admissions Committee, BJU will issue a Form I-20; this form is usually issued April to June if you are coming for the Fall semester, and October or November if you are coming for the Spring semester.

- The I-20 will be issued and sent **only after all paperwork has been received by the Admissions Office and you have been fully accepted.**
- When you receive the I-20, **you will first have to pay a \$100 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 appointment. After the appointment, it may take some additional time to receive the actual visa. Do not schedule a visa appointment until after you receive the I-20 and have paid the \$100 SEVIS I-901 fee.

BJU will send information detailing final plans that you will need to make within two months of the start of the semester. Health insurance is required for all students. A group insurance program is available from BJU if you do not have your own insurance program.

Complete a Medical Health Form

- Have a physical examination within six months of your enrollment.
- Have your doctor fill out his/her part of the Medical Health Form after your physical exam.
- Take the ACT in your country, if the test is available; since the ACT is not available in most countries, you may wait and take this test at BJU during the first semester of your enrollment.

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## ASSEMBLE YOUR ADMISSIONS PACKET

- Fill out the Online Application.
- Send the \$295 fee.
- Fill out a Statement of Church Involvement.
- Choose a major.
- Make a photocopy of the ID page in your passport.
- Fill out the Financial Information form for International Students.
  - Method I: Fill out the Financial Affidavit.  
Include a personal bank statement verifying the funds exist in an account.  
Requires an advance payment of the first year.
  - Method II: Fill out the Financial Affidavit.  
Guarantor (U.S. citizen and resident) fills out the Guarantor Form and notarizes it.  
Include the guarantor's bank statement verifying the funds exist in an account.
- Send the above forms, fee, and information in a packet to the Admissions Office at BJU.**
- Request recommendations and have them sent by email by those recommending you (one from your pastor, and two others).
- Request a credentials evaluation report from World Education Services.
- Take the TOEFL and have the scores sent to BJU.
- Acceptance decision takes two to four weeks (longer for graduate applications).
- Receive the I-20.
- Pay the \$100 SEVIS I-901 fee and keep receipt.
- Make an appointment with the U.S. Consulate for an F-1 student visa.

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## AFTER ACCEPTANCE

- Schedule a physical examination, and request that your doctor fill out the Medical Health Form.
- Provide insurance information to BJU.
- Take the ACT if it is available, or wait and take it at BJU.
- Get ready to travel to BJU, the Opportunity Place ... God's Special Place for You!**