

2014-15

## 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 US Dollars. The deposit can be made online at: [www.csbsju.edu/x1002](http://www.csbsju.edu/x1002) using a VISA or MASTERCARD. We also accept International money orders, cashier's checks, bank drafts or personal checks. DO NOT SEND CASH. Checks should be made payable to College of Saint Benedict or Saint John's University. This payment will be credited to your student account for tuition. You will be able to access the Enrolled Student Portal about one week after we have received your enrollment deposit. All required forms will be available in the Enrolled Student Portal, accessible at: [www.csbsju.edu/x907](http://www.csbsju.edu/x907). Please complete these forms in a timely manner, especially the housing form since this is used to assign you a roommate and residence hall.

#### 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, 2014. 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 only will be refunded if you are unable to enroll due to student visa denial or extraordinary family or personal circumstances.

#### FINAL OFFICIAL ACADEMIC TRANSCRIPT

CSB/SJU require that your secondary school submit a certified photocopy of your final official academic transcript and/or external examination results that includes courses, marks or grades, rank in class (if applicable) and date of graduation. For students who have attended a university/college before arriving to CSB/SJU (Transfer Students), in order for CSB/SJU to consider accepting credits from your current or previous college/university, you must have the final official transcripts sent to CSB/SJU. For colleges/universities outside of the U.S., you must have a professional transcript evaluation completed through World Education Services (WES, [www.wes.org](http://www.wes.org)) or a similar approved transcript evaluation service and then have the results sent to CSB/SJU for consideration.

#### ACADEMIC CATALOG

The academic catalog is available online at [www.csbsju.edu/catalog](http://www.csbsju.edu/catalog).

### ADDITIONAL STEPS

#### STUDENT VISA INFORMATION

If you are a citizen of a country other than the United States, you are required to obtain a student visa to study in the United States. Students will be issued an I-20 form by CSB/SJU after we receive the \$500 advance enrollment deposit. You will need the I-20 to obtain an F-1 visa. Canadian citizens do not need a visa, but they do need a passport and I-20 to enter the U.S. as a student.

1. Upon receipt of your I-20, schedule a visa appointment at the nearest U.S. Embassy or Consulate that issues visas. An interview is required. Find the location nearest you at: [www.usembassy.gov](http://www.usembassy.gov). Note "visa wait times." You may apply for your visa up to 120 days before the start date on your I-20.
2. Pay the SEVIS I-901 Fee. Anyone applying for an F-1 visa is required to pay the SEVIS fee. Plan to pay the fee at least 3 days prior to your visa interview. For more detailed information about the SEVIS fee, including options for payment, refer to: [www.fmjfee.com/i901fee](http://www.fmjfee.com/i901fee). Note: the SEVIS fee of \$200 USD is a separate fee from the visa application fee.
3. Upon receipt of the F-1 visa, you may enter the U.S. not more than 30 days prior to the start date on your I-20.

Receipt of an I-20 from the College of Saint Benedict or Saint John's University in no way guarantees that you will be issued a visa. In addition, receipt of an I-20 does not guarantee entry into the United States. Customs and Border Protection officers will inspect your immigration documents at the port of entry to determine your admissibility into the U.S. For additional information about non-immigrant visas and rules refer to: [www.travel.state.gov](http://www.travel.state.gov).

#### To enter the U.S. you will need the following:

1. Passport valid for at least six months from the date you enter the U.S.
2. Valid F-1 student visa
3. I-20 from the College of Saint Benedict and Saint John's University
4. Documentation of funds sufficient to cover your first year at CSB/SJU (same documentation you used to apply for your visa)

#### PHYSICAL EXAM AND OTHER HEALTH REQUIREMENTS

Required health forms can be found at the Enrolled Student Portal. These must be completed prior to the beginning of classes and may be brought with you in August. Pay close attention to the required immunization forms. Minnesota laws are more stringent than most U.S. states.

**CSB** Information on completing the required CSB Health Form is found at: [www.csbsju.edu/x8302](http://www.csbsju.edu/x8302). If you have questions about the CSB Health Form (after reviewing the website) contact the CSB Health Center at 320-363-5605.

**SJU** Information on completing the required SJU Immunization Record Form is found at: [www.csbsju.edu/x9674](http://www.csbsju.edu/x9674). If you have questions about the SJU Immunization Record Form (after reviewing the website) contact the SJU Counseling and Health Promotion office at 320-363-3236.

#### HEALTH INSURANCE

All students are required to have a health insurance plan in order to attend CSB/SJU. CSB/SJU will enroll international students in a school-endorsed insurance plan through Student Assurance Services unless students indicate they have an alternative school-approved insurance plan (with minimum major medical coverage of \$50,000 U.S.). Please go to [www.sas-mn.com](http://www.sas-mn.com) for more details.

#### RESIDENCE HALL FORMS

After submitting the \$500 enrollment deposit, complete the residence hall form in the Enrolled Student Portal, accessible at: [www.csbsju.edu/x907](http://www.csbsju.edu/x907).

Please note: the enrolled student portal will be accessible one week after we have received your enrollment deposit.

# CAMPUS CONTACTS

## INTERNATIONAL ADMISSION

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

Phone: (320) 363-2263 or email Alex Schleper at [aschleper@csbsju.edu](mailto:aschleper@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](mailto:lscott@csbsju.edu)

## INTERCULTURAL AND INTERNATIONAL STUDENT SERVICES

Contact Intercultural and International Student Services if you have questions about orientation.

Phone: (320) 363-5294 or email: [inspireddiversity@csbsju.edu](mailto:inspireddiversity@csbsju.edu)

## FINANCIAL AID

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

CSB: (320) 363-5055 or email [csbfinaid@csbsju.edu](mailto:csbfinaid@csbsju.edu)

SJU: (320) 363-5055 or email [sjufinaid@csbsju.edu](mailto:sjufinaid@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 email David Schneider at [dschneider@csbsju.edu](mailto:dschneider@csbsju.edu)

SJU: (320) 363-2193 or email Bonnie Meyer at [bmeyer@csbsju.edu](mailto:bmeyer@csbsju.edu)

## RESIDENTIAL LIFE

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

CSB: (320) 363-5580 or email Mary Beth Thompson at [mbthompson@csbsju.edu](mailto:mbthompson@csbsju.edu)

SJU: (320) 363-2735 or email Tory Oelfke at [toelfke@csbsju.edu](mailto:toelfke@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.

### MAY–JULY

Complete Forms in the Enrolled Student Portal, accessible at:

[www.csbsju.edu/x907](http://www.csbsju.edu/x907).

### JUNE 1

First tuition payment of \$2,500 due.

### JULY (MID-JULY)

Class registration and housing assignments sent.

### JULY 19

Arrival information must be received. Complete arrival form in the Enrolled Student Portal.

### AUGUST 19

International students arrive on campus. *(Please do not arrive before this date.)*

### AUGUST 20-21

International student orientation experience. (Mandatory)

### AUGUST 21-24

Student orientation experience for all new students. (Mandatory)

### AUGUST 25

Fall classes begin.

## 2014-15 CALENDAR

### FALL SEMESTER 2014

|                |  |
|----------------|--|
| August 19      | International students arrive after 1 p.m.<br><i>(Please do not arrive before this date)</i> |
| August 20-21   | New International Student Orientation  |
| August 21-24   | New Student Orientation Program  |
| August 25      | Fall classes begin   |
| October 13-14  | Free days (long weekend)   |
| November 26-30 | Thanksgiving Recess  |
| December 9     | Last day of classes  |
| December 10    | Study day for final exams  |
| December 11-16 | Final exams  |
| December 16    | Fall Semester closes at 3 p.m.   |

### SPRING SEMESTER 2015

|            |                                  |
|------------|----------------------------------|
| January 12 | Spring Semester begins           |
| March 2-6  | Spring Break                     |
| April 3-6  | Easter Break                     |
| April 23   | Scholarship and Creativity Day   |
| May 1      | Last day of classes              |
| May 4      | Study day for final exams        |
| May 5-8    | Final exams                      |
| May 8      | Spring Semester closes at 3 p.m. |