

FOR ENTRANCE FALL SEMESTER

STEPS IN APPLYING FOR ADMISSION TO BOB JONES UNIVERSITY

Early applications are encouraged and will be given an early admission decision; you can apply up to one year before you intend to enroll.

Bob Jones University should receive your application for admission no later than four months before you intend to enroll. If you apply within four 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 four months or more for processing.

SEQUENCE OF EVENTS

- Sept. 1 to Feb. 1 Make initial contact with BJU.
Read through admission information, available online at www.bju.edu/admission/apply/international. Early applications are encouraged.
- Prior to May 1 Send application form online from www.bju.edu/apply with the \$250 fee.
(May 1 is a final deadline.)
- May 1–June 15 (6 weeks) BJU will contact your references.
Take the TOEFL and have scores sent to BJU (institution code 5065).
Request a credentials evaluation report from World Education Services at www.wes.org/application.
Send the Financial Affidavit with a supporting bank statement to BJU.
- June 15–30 (2 weeks) Records processed.
BJU receives credentials evaluation report from World Education Services.
- July 1–July 30 (4 weeks) Student will be notified of admittance, and I-20 will be mailed by DHL Express at the student's expense.
Student applies for the F-1 visa and secures travel to Greenville, S.C.

MAKE INITIAL CONTACT

- Contact the Admission Office for information.** This step should be done well in advance of (up to one year before) your intended term of enrollment. The contact information is as follows:

By Mail:

Miss Esther Simonaire
International Admission Counselor
Bob Jones University
Greenville, SC 29614 USA

Email: esimonai@bju.edu

Website: www.bju.edu

Telephone: 01(864) 242-5100, ext. 2471

The best resource for information is the Bob Jones University website, www.bju.edu. Here you will find a detailed list of the programs of study we offer, our academic catalog, general information about the school, and specific admission instructions, along with our application.

- Send Application Form and Fee**
 - From www.bju.edu/apply, choose “Undergraduate” for admission to a bachelor’s degree, or choose “Graduate” for admission to a master’s or doctorate degree. Read through the admission process, then choose “Start Your Application.” You will be prompted to create an account and will be emailed a link to your application. Log in to begin the application.

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 reservation deposit is applied to the first month's tuition and fees. The reservation deposit is designed to be a commitment deposit and is refundable if you decide not to attend BJU prior to your official notification of admittance. After you are admitted, the deposit cannot be refunded.

OTHER NEEDED RECORDS AND INFORMATION

After BJU receives your application, you will be granted access to your admission portal with a list of additional items you should complete.

- Choose a major** if you have not done so already.
- Make a photocopy of your passport ID page, scan and upload it to your portal (www.bju.edu/apply).
- Tell your **two references** that BJU will contact them electronically to request a personal character recommendation if you submitted their names and email addresses on your application. If you did not provide reference information on your application, print the PDF recommendation forms on your portal and ask your references to complete and submit the forms by email.
 - *Your church leader* must send one of the recommendations.
 - The other recommendation should come from an adult (age 25 or older) who is not a member of your family and who has known you for at least the last six months in a leadership position.
 - Recommendations should be provided on our forms.
 - Recommendations should be sent by the person making the recommendation, not you (the applicant).
 - *Recommendations should be in English.*
- Submit your credentials. Secondary education records will be evaluated at BJU. Students with post-secondary study outside the United States must submit a credential evaluation report from World Education Services (WES) www.wes.org/application/apply_now.asp.

Note: Bob Jones University must be identified as a recipient of the completed World Education Services report.

Students with:

No Prior University Work

- Ask your secondary school and/or exam board to email us an original, official transcript of subjects and marks and/or examination results slip. English translations are required.

Prior College Work (but who have not completed a degree)

- Ask your secondary school and/or exam board to email us an original, official transcript of subjects and marks and/or examination results slip. English translations are required.
- Submit to WES: Transcript of your university work for a course-by-course evaluation.

A Completed College Degree

- Need only to provide to WES the final transcript of your university work for a course-by-course evaluation.

- Complete the **Financial Affidavit**
 - 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 to determine how much you will need to show available.
 - 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.
 - Retain your original documents to support your visa interview.
 - Upload the Adjustments Worksheet, affidavit and bank statement to your application portal.

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 a master's degree, you should earn a score of 79 on the iBT with a minimum score of 19 in each section.
- If you will be applying for admission to a doctorate, you should earn a score of 100 on the iBT.
- 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 (15-week) program of English instruction offered only during the first 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: 62 iBT with scores of 15 in each section.
- For the latest TOEFL information, visit the TOEFL website, www.ets.org/toefl. You may also write to TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton NJ 08541-6151 USA.
- All non-native English speakers must take the TOEFL exam. Depending on the country, the exam is offered only at selected times and places. It normally takes two weeks for 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.

APPLICATION EVALUATION AND ADMITTANCE

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

I-20, VISA PROCESSING, AND OTHER FORMS AFTER ADMITTANCE

If you are admitted by the Admission Committee, BJU will issue a Form I-20.

- The I-20 will be issued and sent **only after your admission file is complete and you have been fully admitted**.
- I-20s will be mailed by DHL Express at the student's expense, to ensure a safe and fast arrival. DHL fees are the student's obligation and will be added to your school billing 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.

BJU will send information detailing final plans that you will need to make within two months of the start of the semester.

Complete an Immunization Form

- Complete the top section yourself.
- Have your doctor fill out his/her part of the form.
- Take an ACT or SAT 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.

ASSEMBLE YOUR ADMISSION PACKET

- Complete the application with reference names and emails; include credit card details for the reservation deposit.
- Choose a major.
- Make a photocopy of the ID page in your passport and upload it to your portal.
- Fill out the Financial Affidavit and upload it to your portal. You will also need to upload a supporting bank statement or letter.
- Send the above information to the Admission Office at BJU.**
- BJU will contact your references electronically (one from your church leader and two others).
- Request your credentials and/or request a credentials evaluation report from World Education Services.
- Take the TOEFL (5065) and have the scores sent to BJU.
- Admittance decision takes two to four weeks.
- Receive the I-20.
- Pay the \$350 SEVIS I-901 fee and keep receipt.
- Make an interview appointment with the U.S. Consulate for an F-1 student visa.

AFTER ADMITTANCE

- Complete the top portion of the Immunization Form and ask your doctor to complete the rest; then upload it to your portal.
- Take the ACT (3836) or SAT (5065), and request that official results be sent to BJU.
- A word about bill payment: 25% of your first-semester cost will be billed in July and payable August 5. A wire transfer of funds is accepted only for semester or whole-year payments. Credit card payments incur a small processing charge; personal checks, bank checks, money orders and account drafts are all accepted. You cannot register for classes until your account is paid.
- Get ready to travel to BJU!**

