



# Directions for completing the St. Norbert College Application

## ■ Application for direct admission to a St. Norbert College degree program: we accept faxed documents on condition the original documents are mailed to the college prior to registration. Complete applications include:

1. Completed application signed by the student. Parent(s) also must sign if the student is under the age of 21. Attach copy of passport "identification page."
2. Secondary school grades with English translation from an academic preparation school. University transfer students must send university grades. We may require a course evaluation fee in order to grant transfer credit.
3. Financial statements showing funds available for one year of undergraduate study: \$32,000. Also include letter(s) from parents or sponsor explaining source of funding for each additional year of study, up to four years. Current college fees: [www.snc.edu/busoff/student\\_accts](http://www.snc.edu/busoff/student_accts)
4. TOEFL or IELTS score: Acceptable scores are: TOEFL pbt 550, cbt 213, iBT 80; IELTS 6.5 each section. Note: Students who graduate from an English-only secondary school are exempt from the TOEFL requirement.
5. Students with outstanding grades and background may receive a partial tuition scholarship offer from the director of Admission. Tuition scholarship offers are not final until original documents or certified copies are received. Scholarships typically range from \$1,500 to \$9,500 per year and are renewable as long as the student remains in good academic standing.
6. Optional: A 200-400 word essay written without help. Topic: "Why I want to study at an American university."
7. Optional: Send copies of special recognitions and awards. Include awards in sports, music, art, community service and leadership. These awards help us determine your tuition scholarship.
8. Send \$50 application fee with original documents or certified copies of original documents.

## ■ Application for conditional admission to St. Norbert College degree program: we accept applications from students who do not have a TOEFL score or whose score does not meet our requirement.

Students may apply for admission to a degree program at St. Norbert College without a TOEFL or IELTS score. If high school grades and financial documents are acceptable, a "Conditional Letter of Admission" will be issued to the student along with an I-20 from the ESL program. Students will take a language placement test when they arrive at St. Norbert College. If the language scores are low, the student will take English language courses in the non-credit ESL program before beginning a degree program. Faxed applications are acceptable provided the original documents are received before the start of ESL classes. Application requirements are the same as those listed above. ESL students need about \$1,800-\$2,000 per month to pay all school fees and living costs while enrolled in the ESL program. Preliminary scholarships to degree programs will be offered to highly qualified students who are conditionally admitted to a degree program. Students in the ESL program do not receive scholarship funding from St. Norbert College.

## ■ Application to the ESL Institute, a non-credit intensive English program

Students will be admitted to the ESL Institute if they are minimum age 17 and have completed secondary school. High school students age 16 and older will be admitted to ESL summer programs. Applicants must show they have money to pay all fees for the number of months they plan to study in the ESL program. To apply for admission to the ESL program:

1. Fax the completed application to: 1-920-403-4083
2. Fax financial statements showing money available to pay fees for the number of months you plan to study. Each month of study costs about \$1,800-\$2,000 for tuition, fees, dormitory, meals, books, insurance and personal needs.
3. Send cheque, money order or credit card information to pay \$50 application fee. Send an additional \$50 if you want your admission documents sent to you by express mail. For Money Gram or Western Union, ask for details. Note: St. Norbert College scholarships are not available to students in the ESL program. Homestays are not available.

## ■ St. Norbert College Housing and Dormitory Policy

St. Norbert College is a "residential college." This means that all students live in College dormitories (residence halls) until they graduate or reach age 22. Students aged 22 may not move off campus until their housing contract expires at the end of the academic year in May. Students are not required to live on campus during the summer. Students pay a small extra fee (check current prices) to stay on campus during winter break, summer and some holidays. Married students and students who have family or relatives in the area may live with their family and are not required to live on campus, with prior approval. St. Norbert College does not have married student housing. The College and the ESL program do not arrange homestay living with families. ESL students over the age of 22 who request to live in a residence hall (dormitory) agree to stay in a College residence hall until they leave the ESL program or until the end of the academic school year in May, whichever comes first. Students who move into campus housing in August will be billed for a full semester, with no refund for early departure. Exceptions to these policies can only be made and approved by the director of the Residential Life Office at St. Norbert College.