

Application Checklist for International Students

In addition to submitting your application for admission (either an online application or a paper application, you will need to obtain and submit the following items:

- **A Reference**

- o Emmaus requires each applicant to submit a reference form from a Church Leader.
- o If you submit an online application, you have the option to send the form to your reference electronically.
- o If you choose to send by mail, applicants should distribute the printed form to the appropriate individual, and request that the individual send this form directly to Emmaus.
- o Do not have a member of your family complete this form.
- o This reference must be completed in English

- **Official Secondary School Transcript**

- o Ask your secondary school administrator to send your official secondary school transcript to the Admissions Office.
- o If you have not yet completed secondary school, please send a current transcript indicating that your remaining classes are still in progress.
- o The transcript must evidence that your scholastic attainments are at least equivalent to completion of secondary level, grade 12.
- o Your transcript must be in English or officially translated into English.
- o **Note:** If you have completed at least 48 college credits at the time of your application, you do not need to submit a high school transcript.

- **Official College Transcript(s)**

- o If you have earned any college credit (even if you did not graduate from an institution or were dual-enrolled through your secondary school), contact the registrar of your institution to have your transcripts sent directly to the Admissions Office.
- o Your transcript(s) must be in English or officially translated into English.

- **Test Scores**

- o Arrange to have your ACT or SAT results sent to the Admissions Office.
 - Emmaus Bible College ACT Code: 1371
 - Emmaus Bible College SAT Code: 1215
- o **Note:** If you have completed at least 24 college credits at the time of your application, or if it has been two calendar years since you completed high school, you do not need to submit ACT or SAT scores.

- **Medical Form:** Complete Part I of the Medical Form personally. Have a licensed physician give you a physical examination and complete Part II of the Medical Form. The physician should mail the completed form directly to the Admissions Office. *The medical form is not necessary for acceptance, but if a student is accepted it is required prior to registration for the semester.*

- **Evidence that your English meets the American College entrance requirements.**

- o This requirement is the "Test of English as a Foreign Language" (TOEFL) given by the Educational Testing Service (www.ets.org/toefl).
- o A score of 550 (paper-based) or 213 (computer-based) or 80 (internet-based) is normally what we consider the minimum acceptable level.
- o Request that your TOEFL results sent to Emmaus Bible College.

- **Declaration and Certification of Finances and Official, Notarized Bank Statements**

- o Print off and fill out the Certification and Declaration of Finances form.
- o Submit this form with official, notarized bank statements indicating that you, your parents, or a sponsor have sufficient funds to cover one year's attendance at Emmaus.

All of these items can be addressed as follows:

**Emmaus Bible College
Office of Admissions
2570 Asbury Road
Dubuque, IA 52001**