

Checklist and Important Information for International Students

Emmaus Bible College is authorized under Federal Law to enroll nonimmigrant alien students (F1 visa)

We are pleased to know that you are considering furthering your education at Emmaus Bible College in Dubuque, Iowa. The Admissions Office is here to help you through the process of applying, being admitted and enrolling at Emmaus. Please do not hesitate to reach out to us with questions. However, many of your questions may be answered below.

Application for Admission

- Submit the International Student application for admission at least three months prior to the start of the semester in which you wish to enroll: www.emmaus.edu/admission-application

Reference

- Have a church leader (elder, pastor, youth leader, Sunday School teacher, etc.) who knows you well complete a reference form about you.
 - Your reference can complete and submit this form electronically at www.emmaus.edu/reference. There is an option within the application for admission to send this link via email to the person who will be your reference. You can also give them this link.
 - You may also print the reference form and give it to the church leader to complete manually. This form is available for download on the International Student Application Webpage or by going to this link: https://www.emmaus.edu/sites/default/files/emmausreferenceform_2017.pdf. This form should be sent directly to Emmaus by your reference by mail or email (admissions@emmaus.edu) and not be returned to you.
 - **DO NOT have a member of your family complete this form.**
 - This reference must be completed in English.

High School (Secondary School) Transcript

- Submit an official copy of your high school (secondary school) transcript to Emmaus.
 - Transcripts should be sent directly to Emmaus from your high school (secondary school) to the Admissions Office.
 - If you have not yet completed high school (secondary school), please have your high school send a current transcript indicating that your remaining classes are still in progress.
 - Once you have graduated from high school (secondary school) you will need to ask your high school to send a final transcript indicating you have graduated.
 - The transcript must evidence that your scholastic attainments are at least equivalent to completion of secondary school, grade 12.
 - Your transcript must be in English or translated into English and certified as a true and correct translation.
 - Depending upon the circumstances of your high school transcript we may require that your transcript be evaluated by World Education Services (wes.org) or International Education Evaluations (myiee.org). Any cost incurred for this service will be borne by the applicant not Emmaus.

College Transcripts

- If you have earned any college credit (even if you did not graduate from an institution or were dual enrolled through your high school/secondary school) contact the Registrar of your institution(s) to have your transcripts sent directly to the Admissions Office.
 - Your transcript must be in English or translated into English and certified as a true and correct translation.
 - If you desire to have any college credits taken at another institution transferred to Emmaus to fulfil Emmaus requirements Emmaus may require you to have your transcript evaluated by World Education Services (www.wes.org) or International Education Evaluations (www.myiee.org). Any cost incurred for this service will be borne by the applicant not Emmaus.

Standardized Test Scores

- Arrange to have your Standardized Test Scores (ACT, SAT, CLT) submitted to the Admissions Office at Emmaus.
 - Emmaus Bible College ACT Code: 1371
 - Emmaus Bible College SAT Code: 1215
 - CLT – choose Emmaus Bible College from the CLT College list.
 - **Note:** If you have completed at least 24 college credits at the time of your application, or if it has been at least two full years since you completed high school, you do not need to submit ACT, SAT or CLT scores. However, for students without at least 24 college credits scholarship opportunities may be limited if you don't have Standardized Test Scores.

English Proficiency Required

- Instruction at Emmaus Bible College is in English so English proficiency is required meaning students must be capable of speaking, listening, reading and writing in English.
 - The U.S. Department of Homeland Security requires US colleges that instruct courses in English to certify that International Students have the English language skills necessary to study in English.
- Some international students may be required to take an English proficiency test to determine their ability to study in English. This may depend upon their country of origin, or the language in which they have studied previously. Emmaus reserves the right to require any international student who desires to study at Emmaus to take an English proficiency test. Please confirm with your Admissions Counselor whether or not an English test will be required for you.
- Emmaus accepts the results of the TOEFL (Test of English as a Foreign Language) or the Duolingo English tests.
 - TOEFL – www.ets.org/toefl
 - A minimum TOEFL score of 535 PBT or 70 IBT is required.
 - TOEFL school code is 1215.
 - Request that your TOEFL results be sent directly to Emmaus Bible College.
 - Duolingo - www.englishtest.duolingo.com
 - A minimum Duolingo score of 95 is required.
 - Request that your Duolingo results be sent directly to Emmaus Bible College.

Once an International Student has been admitted to Emmaus Bible College additional steps are required prior to enrolling on campus:

Medical Form

- All Emmaus students must submit a Medical Form. Page 1 of the form is to be completed by a licensed physician after a physical examination has been completed. Page 2 of the form must be completed by the student. This form is not required to be completed prior to being admitted to Emmaus **but must be submitted prior to enrolling**. If you are unable to have this form completed in your home country, the college can recommend a local Dubuque chiropractor who will perform the medical exam for you when you arrive in Dubuque. The cost of this appointment must be paid by the student. The form can be downloaded from the International Student webpage.

Health Insurance

- All students who live in the residence halls at Emmaus Bible College must have some form of health insurance coverage for medical emergencies. Proof of coverage is required. If you are unable to find health insurance on your own, the college can provide you with information for a basic health plan that has limited coverage. The costs of the health plan must be paid by the student.

Declaration and Certification of Finances

- International students are required by federal law to certify that they have enough financial resources to study in the United States. These financial resources must be enough to pay for at least the first year of study – including tuition, room and board, health insurance and personal expenses.
- The Declaration and Certification of Finances form must be completed and submitted to Emmaus Bible College along with appropriate documentation that certifies that you or your sponsor have sufficient funds to meet your expenses. Bank Statements must be the most recent possible and must be notarized. This form is academic year specific and can be downloaded from the International Student Application webpage.
- This same Declaration and Certification of Finances along with appropriate documentation will also need to be produced when meeting with US Department of State officials at the US Embassy/Consulate and/or Immigration when entering the United States.

US Department of State/US Immigration and Customs Enforcement & Form I-20

- Please send your Admissions Counselor a photocopy of the page in your passport that includes your name, picture, country of birth, citizenship, etc. This is needed in order to accurately complete the I-20 form that you will need to obtain a student visa and enter the United States.
- Once you have been admitted to Emmaus Bible College and the college has received confirmation that you have sufficient funds on-hand to study at Emmaus for at least the first year, the college will send you an I-20 (usually delivered via DHL).
 - Please make sure that your Admissions Counselor has your correct street address for delivery of items through DHL.

- After receiving the I-20 the student will need to pay a SEVIS (Student and Exchange Visitor Program) fee. This fee must be paid before you can apply for a visa to enter the United States.
- Apply for and receive an F1 visa from the US Department of State. For most international students this will mean making an appointment at the US Embassy or Consulate in your home country to meet with US Department of State officials.
 - Canadian students do not need to visit the US Embassy or Consulate. Instead pay the SEVIS fee, and then when it is time to come to the Emmaus campus for the start of the semester, take your I-20, Declaration of Finance form/documentation and passport and plan to meet with US Customs and Immigration personnel when you cross the land border or at the airport.

Entering the United States

- You may enter the United States up to 30 days prior to your official program start date.
- You must bring the following documents with you. It is also a good idea to make 2 copies of these documents. Leave one with family in your home country and bring the other copy with you.
 - Passport
 - F1 Visa
 - Form I-20

Once you have entered the United States

- Obtain your I-94 (Arrival/Departure Record).
 - This record shows you have been legally admitted to the United States.
 - You can obtain this record after entering the United States by going to www.cbp.gov/i94
- The I-94 will be needed in order for you to receive a US Social Security Number which is required if you plan to work on campus at Emmaus while you are a student.
- Keep all records regarding your admission to the United States in a safe, secure location. If you receive any updated I-20s during your time at Emmaus you should keep copies of all versions.

Arriving at Emmaus

- If you are living in the residence halls at Emmaus, your Admissions Counselor will let you know the date that you can arrive on campus for the semester that you begin your studies. Please do not plan on arriving earlier than that date unless you have received expressed permission from Emmaus Bible College. (Note: traditional college-aged students who are not married are required to live in the residence halls).
- Upon arrival, check in with your Admissions Counselor/Director of Enrollment. Your Admissions Counselor and the Director of Enrollment are both Designated School Officials with SEVIS. Take your I-20, passport and visa with you to this meeting. Your Admissions Counselor will need to document in SEVIS that you have arrived at the college and will need to sign your I-20. You must check in with Admissions each semester you are enrolled so that the SEVIS check in can be completed.

Enrolled at Emmaus

- If you change your major while at Emmaus, please notify your Admissions Counselor/Director of Enrollment as soon as possible. Your I-20 will need to be updated with your new major as soon as you have made the decision to change and that change has been recorded by the Registrar.
- Once you are enrolled in classes, if you need more time to complete your degree than what is indicated on your I-20, you must notify your Admissions Counselor/Director of Enrollment so that your I-20 can be updated.
- If you plan to leave the United States for any reason while enrolled at Emmaus (for example, Christmas or summer break), please check in with your Admissions Counselor/Director of Enrollment to make sure your I-20 is up-to-date and all necessary signatures are in place so that you can re-enter the United States.
 - If your visa has expired (even if your I-20 is still valid) and you have left the United States you will need to meet with US Department of State officials at the US Embassy/Consulate in your home country to renew your visa.
 - When traveling to your home country or back to the United States be careful about making plane reservations that might take you into a country where you do not have a valid visa. Whether or not you can travel through another country on your travels to your home country or back to the United States is dependent upon the laws that govern your home country and the country that you will be travelling through.
- International students must take a full-time course load each semester. In their last semester of enrollment prior to graduation, if an international student does not need at least 12 credits to graduate they can apply for permission to take a lighter course load. Please see your Admissions Counselor/Director of Enrollment for more information.
 - International students must generally be taking in-person classes while studying in the United States. However, one online class can be taken per semester along with other in person classes, if needed.

Working at Emmaus

- International Students are allowed to work on-campus while studying at Emmaus. Off-campus employment is not allowed except in extenuating circumstances that have been approved by US Immigration and Customs Enforcement.
 - International students are not guaranteed a job on campus. You will need to apply for a job, interview as appropriate and be offered the position. This is for both school-year and summer positions.
 - International students who wish to work must obtain a Social Security Number. Please see your Admissions Counselor/Director of Enrollment or the Emmaus payroll office for more information on obtaining a Social Security number and being authorized to work.
 - International students can work up to 20 hours per week on campus while school is in session. Please self-monitor your hours. Your supervisor will also be monitoring your hours. If you work more than 20 hours per week while in school your status in the United States as an international student may be in jeopardy and your visa and I-20 terminated.
 - International Students can work full-time (usually 40 hours a week) on campus during college breaks (Christmas, Spring Break, Summer, etc.). You must apply for on-campus summer jobs and be hired by the appropriate department.

Working after Emmaus

- International students may be authorized to work temporarily (usually one year) in the United States after they complete their degree in a work area that is related to their degree. This work program is called Optional Practical Training. If you wish to pursue Optional Practical Training please meet with your Admissions Counselor (Designated School Official) prior to graduation (at least a semester before). For more information about on the job training please go to <https://studyinthestates.dhs.gov/students/training-opportunities-in-the-united-states>.

Transferring to Another College after Graduation from Emmaus

- International students who wish to continue their education at another college in the United States after they graduate from Emmaus should talk to their Admissions Counselor (Designated School Official) about how to navigate the transfer of your SEVIS record to a new college and program of study.

Other Important Information

- The US Department of Homeland Security has developed a website called “Study in the States”. This website has invaluable information for prospective international students about studying in the United States. Please use this tool to help answer questions you have about being an International Student. The website is <https://studyinthestates.dhs.gov/>
- If you have a spouse or minor children who will be residing with you during your time of studying at Emmaus they will need to apply for F2 visas.
 - A SEVIS payment is not required for them but they will need to be issued individual I-20 forms which are required to apply for their visas.
 - Your minor children are permitted to attend school in the United States while accompanying you.
 - Spouses and children are not authorized to work in the United States during their stay.
 - Contact your Admissions Counselor if you will be bringing your family with you.
- The Admissions Office at Emmaus Bible College is here to help you through the process of becoming admitted and enrolled at Emmaus Bible College. Please do not hesitate to contact us with questions.

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www.emmaus.edu/international-application-process