



APPLICATION INSTRUCTIONS FOR INTERNATIONAL STUDENTS

Brenau University is authorized under federal laws of the United States government to enroll non-immigrant alien students and welcomes applications from international students. Since correspondence for admission can be extensive and time consuming, international students are encouraged to initiate application procedures one year prior to the start of the term in which the student plans to enter. The admissions and I-20 process are detailed below. Please call or email us with your questions.

Admissions Process – Submit a completed application to the Office of Admissions. A completed application packet contains:

- ◆ Brenau University Student Application www.brenau.edu/admissions/apply
- ◆ Copies of all transcripts from all colleges and universities attended. Failure to submit transcripts from all colleges previously attended, through omission or misrepresentation, will disqualify the applicant.
- ◆ Official transcript evaluations from all colleges and universities attended. (Transcript evaluations must be received from an evaluator that is approved by the National Association of Credential Evaluation Services and sent directly to Brenau University. The applicant will be responsible for the payment of this service.)
- ◆ International students who have completed less than a full academic year of college (45 quarter hours or 30 semester hours) must also request official transcripts from their secondary/high schools. These transcripts must be sent directly from the school(s) in separate sealed envelopes to the Office of Admissions.
- ◆ In addition to the regular admissions requirements, international students must also submit proof of English proficiency. All international students must meet at least one of English proficiency requirements below.
 - ◆ ACT English score of 19
 - ◆ SAT verbal score of 450
 - ◆ Test of English as a Modern Language (TOEFL) score of 550 (Paper based test)
 - ◆ Test of English as a Modern Language (TOEFL) score of 213 (Computer based test)
 - ◆ Test of English as a Modern Language (TOEFL) score of 79 (Internet based test).
 - ◆ IELTS score of 5
 - ◆ Or a grade of “C” or better in EH 101 & EH 102 from a regionally accredited U.S. college or university.

The Brenau English placement test will be administered to all international students admitted on a student visa in order to place students in the appropriate English course. If the student has taken the ACT or SAT test, that score will be used to determine English placement.

I-20 Process – Post acceptance:

- ◆ If the international student is requesting an I-20, a financial statement of support is required, and copies of all current visa status documents must be submitted.
- ◆ If you are transferring from a U.S. college or university, please have your Foreign Student Advisor complete the [SEVIS Transfer Verification Form](#).
- ◆ The attached [Financial Verification Form](#) must be completed for issuance of an I-20.
- ◆ If you will be receiving financial assistance or a loan from a source in your home country or from Brenau University, you will be required to submit a financial statement from this source indicating the monetary amount to be covered. Copies of contracts with university officials must be submitted as proof of scholarship. The I-20 will be issued only after this proof has been submitted.

When all the aforementioned information has been received, the Admissions Office will review your credentials and determine your admissibility. Students who are not proficient in English and whose records are not indicative of successful academic performance will not be admitted to Brenau University. I-20 forms will be issued after admissibility and financial information have been reviewed.



INTERNATIONAL ENROLLMENT INTENTION INFORMATION

Please type or print as you complete this application. If a question is not applicable, respond with "N/A". If you have any questions about this form or the admissions process, please feel free to contact the Office of Admissions at admissions@brenau.edu and one of our Admissions Specialists will be happy to assist you.

PERSONAL INFORMATION

Name: _____
Last/Family/Surname First/Given Middle

Foreign Home Address: _____

Mailing Address: _____

Telephone #: _____

Email Address: _____

Country of Citizenship: _____

Country of Birth: _____ Date of Birth: _____
Month/Date/Year

Gender: Female Male

Do you plan on bringing dependents with you? Yes No If yes, please provide copies of Passport(s) for each dependent.

My signature below indicates that all information is complete, factually correct and honestly presented. I understand that failure to provide accurate and true information may invalidate my admission to Brenau University. I have read and understand the admissions policy of Brenau (catalog can be found at www.brenau.edu/reg/catalog). If my application is accepted and I become a student, I agree to abide by all policies and regulations of Brenau University, including the student honor code.

Signature of Applicant: _____ Date: _____



FINANCIAL VERIFICATION FORM

International students must demonstrate that sufficient funding is available to meet all University and living expenses for at least the first year of study, with the assumption that this funding will be available for the duration of the degree program. An I-20 cannot be issued without this form (completed and signed) and the appropriate supporting documents. **PHOTOCOPY THIS FORM IF IT MUST BE SENT SEPARATELY.** All signatures must be original.

Name: _____
Last/Family, First Middle

Date of Birth: _____
Month Day Year

Source of Funds: _____

Expense	Fees per Year
Tuition	(Contact the Office of Admission for current full-time tuition rate) \$ _____
Health Insurance	\$605.00
Technology Fee	\$250.00
Books	\$1000.00

These estimates do not include travel or living expenses. If you plan to bring your family, an additional \$3,000 per person will be necessary.

PERSONAL FUNDS _____ **USD\$** _____

Submit a bank letter verifying cash amount that is available. A current bank statement (within the last 6 months) is acceptable; however a bank letter is preferred.

FAMILY/SPONSOR FUNDS _____ **USD\$** _____

Submit **BOTH**

1. An official and original bank letter verifying cash amount that is available is preferred. A current bank statement (within the last 6 month) is acceptable; however a bank letter is preferred.
2. An official and original letter from the sponsor, certifying that he or she will finance your education for the duration of your studies.

Name of Sponsor: _____ Relationship to Student: _____

Address of Sponsor: _____

Signature of Sponsor: _____ Date: _____

GOVERNMENT SCHOLARSHIP _____ **USD\$** _____

Name of Scholarship and Originating Country: _____

Submit an official and original letter indicating cash amount and availability of funds.

OTHER SCHOLARSHIP _____ **USD\$** _____

Name of Scholarship and Scholarship Provider: _____

Submit an official and original letter indicating cash amount and availability of funds.

TOTAL AMOUNT AVAILABLE _____ **USD\$** _____

My signature below indicates that all information in my application is complete, factually correct and honestly presented. I understand that failure to provide accurate and true information may invalidate my admission to Brenau University. I have read and understand the admissions policy of Brenau (catalog can be found at www.brenau.edu/reg/catalog). If my application is accepted and I become a student, I agree to abide by all policies and regulations of Brenau University, including the student honor code.

Signature of Applicant: _____ Date: _____



SEVIS TRANSFER VERIFICATION FORM

Complete only if you have attended another college, university or secondary school in the U.S.A. Please type or print clearly. Complete the following information and send or give it to the International Student Advisor at the U.S. institution which you currently attend or most recently attended. Your advisor should return the completed document to: **Brenau University Office of Admissions, 500 Washington Street SE, Gainesville, GA 30501**, fax 770.538.4701 or email admissions@brenau.edu This information is required for your I-20 for Brenau University and is considered confidential.

TO BE COMPLETED BY THE STUDENT (please print) _____

Name: _____
Last/Family, First Middle

Mailing Address: _____

Telephone #: _____ Email Address: _____

Country of Citizenship: _____ Date of Birth: _____
Month/Day/Year

Current Visa Type: _____ Gender: Female Male

Are you married? Yes No If "Yes" does your spouse hold a dependent visa? Yes No Visa Type: _____

I want to begin classes at Brenau University in the _____ semester. Classes begin on: _____

I give permission for my present school to release the information requested on this form and to release to Brenau University my SEVIS record.

Signature of Student: _____ Date: _____

TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR AT THE "TRANSFER-OUT" SCHOOL _____

Is this student currently attending the school that he/she was last authorized by the INS to attend? ? Yes No

- Student did not report to this school.
- Student reported to this school, but did not complete registration or attend classes.
- Student is currently controlled in a full-time program, and has been enrolled since _____.
- Student began studying in the program on _____ and completed the course of study on _____.
- Student did not complete the course of study. His/her last day of attendance was _____.
- Student is in reinstatement or change of status proceedings, the SRC number (if known) is _____.
- Other _____

Has this student had any financial problems with your institution? Yes No If yes, please explain on the reverse side.

To the best of your knowledge, is this student "in-status" with the INS? Yes No SEVIS ID# _____

Transfer release date: _____ (Brenau's school code for the Gainesville, GA campus is ATL214F00053000)

Signature of Advisor: _____ Date: _____

Name (Printed or Typed): _____ Title: _____

Name of Institution: _____

Email Address: _____ Telephone #: _____