



# CANADIAN SOUTHERN BAPTIST SEMINARY & COLLEGE

## US Student Application Checklist

### Application to CSBS&C:

- Complete the application form in full and submit to the Admissions office by email or mail. Forms are available on our website. The application deadline is **June 15<sup>th</sup>** for Fall and **November 1<sup>st</sup>** for Spring.
  - Seminary: <http://www.csbs.ca/seminary-roadmap.html>
  - College: <http://www.csbs.ca/college-roadmap.html>
- Pay the non-refundable \$150.00 application fee. Applications will only be processed upon receipt of the non-refundable fee.
- Proof of financial support for international students:
  - International student applicants must prove that they have sufficient funds to support themselves in Canada. The minimum amount needed is:  
Single student: CAD \$15,000 plus tuition for one year  
For each additional family member add CAD \$4,000 for one year
  - Submit evidence of sufficient funds by providing some of the following:
    - a) Proof of Canadian bank account in your name if money has been transferred to Canada;
    - b) Your bank statements for the past four months;
    - c) Proof of a student/education loan from a financial institution;
    - d) A letter from the person or institution providing you with money, their contact information and bank statements for the past four months from the person or institution
- All official transcripts must be sent directly to the Admissions Office from the academic institution.
- Request to have official TOEFL or IELTS scores sent directly to the Admissions Office.
- All references must be submitted directly to the Admissions Office by email or mail.

- Once all required documentation is received, the application file will be reviewed by the Admissions Committee. If accepted, an Offer of Admission letter will be sent.

**Offer of Admission:**

- Submit the required confirmation and housing deposits two weeks after receiving the Offer of Admissions letter, latest by July 15<sup>th</sup> (Fall) and December 1<sup>st</sup> (Spring) as stated in the letter:
  - Confirmation Deposit (will be applied towards tuition): \$1,500.00 (\$200.00 non-refundable)
  - Housing Deposit:
    - Single: \$3,000.00
    - Couple/Family: \$4,500.00

All bank services charges are the responsibility of the applicant. Preferred payment method is by wire transfer.

**After Deposit is Submitted:**

- Wait to receive the official acceptance letter and Citizenship and Immigration Canada (CIC) acceptance form from CSBS&C.
- Ensure your passport is valid.
- Apply for a study permit. Information about the study permit application process and requirements are available at Citizenship & Immigration Canada (CIC) website <http://www.cic.gc.ca/english/information/applications/student.asp>. All questions relating to the study permit application should be directed to the Canadian Embassy nearest to you.

**Application Withdrawal Procedure when the Study Permit is Denied:**

- You must return the following to CSBS&C:
  - Original letters of acceptance
  - Copy of the letter from Citizenship & Immigration Canada (CIC) stating that the Study Permit was denied
- Upon receipt of these documents by CSBS&C, any Confirmation and Housing Deposits less \$200.00 will be returned to you in Canadian funds minus any bank service charges.

### **When You Receive Your Study Permit:**

- Contact the Registrar for information on course registration. US students **must be enrolled as full-time students**. Registration is completed at this time through email discussion with your advisor.
- Contact the Housing Department ([housing@csbs.ca](mailto:housing@csbs.ca)) to confirm availability and type of housing.
- Email travel plans to Student Services ([studentservices@csbs.ca](mailto:studentservices@csbs.ca)), Housing Department ([housing@csbs.ca](mailto:housing@csbs.ca)) and Admissions Office ([admissions@csbs.ca](mailto:admissions@csbs.ca)).
- The International Student Guide gives you details about living in Cochrane Alberta Canada. <http://www.csbs.ca/assets/international-student-guide.pdf>. Excellent information on living in Canada and documents you need to enter Canada are on the Immigration Canada website at: <http://www.cic.gc.ca/lctvac/english/index>.

### **At least two weeks Prior to Departure:**

- Contact the Housing Department ([housing@csbs.ca](mailto:housing@csbs.ca)) to make arrangements to move into student housing.

### **Upon arrival on campus:**

- Meet with Housing personnel to get settled in student housing.
- Pay fees required (at Business Office).
- Submit original copies of passport and study permit to the Registrar.
- Attend three-day orientation.