



# CANADIAN SOUTHERN BAPTIST SEMINARY & COLLEGE

## Canadian Student Application Checklist

### Application to CSBS&C:

- Complete the application form and submit to the Admissions office by email, fax or mail.

The application deadline is **July 1st** for Fall and **November 1st** for Spring.

- Download applications: [www.csbs.ca/how-to-apply](http://www.csbs.ca/how-to-apply)
- Pay the non-refundable \$50.00 application fee.
- All official academic transcripts must be sent directly to the Admissions Office from the chosen academic institution.
- Two passport type/headshot photos.
- Autobiographical Write-up.
- All references must be submitted directly to the Admissions Office by email or mail.
  - Bachelor of Christian Ministry Applicants:
    - a) Two Confidential Personal References
    - b) One Confidential Pastoral Reference
    - c) Church Endorsement Form
  - Bachelor of Christian Studies/Samuel Program Applicants:
    - a) One Confidential Personal Reference from a mature Christian
    - b) One Confidential Personal Reference from a Church Leader or Pastor in your church.
- 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.

**Once Offer of Admission is received:**

- Reply with a confirmation of acceptance (Will you be coming to college?)
- Submit housing deposits after receiving the Offer of Admissions letter, latest by July 15<sup>th</sup> (Fall) or December 1<sup>st</sup> (Spring).
  - Confirmation Deposit (will be applied towards tuition): \$200.00 non- refundable
  - Housing Deposit: 1 month rent damage deposit

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

**After sending your confirmation of acceptance:**

- Contact the Registrar for information on course registration. You are able to register for classes at this time through email discussion with the Registrar and your academic 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. [www.csbs.ca/international-students](http://www.csbs.ca/international-students)

**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 the Business Office.
- Attend your two-day school orientation.
- Get ready to begin learning at Canadian Southern Baptist Seminary & College!