



## **International Student Application Checklist**

### **Application to CSBS&C:**

- Complete the application form, including your autobiographical sketch and ministry experience, in full and submit to the Admissions office by email or mail.

CSBS&C application deadlines are as follows:

For International students: **March 1<sup>st</sup>** for Fall intake.

For U.S. Students: **June 15<sup>th</sup>** for Fall intake and **November 1<sup>st</sup>** for Spring intake

Applications received after these dates may result in a late application fee.

- 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 and references must be sent directly to the Admissions Office from the academic institution by email or mail.
- Request to have official TOEFL or IELTS scores sent directly to the Admissions Office.

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 and International 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 school orientation.
- Get ready to begin learning at Canadian Southern Baptist Seminary & College!