

## **International Applicant Checklist:**

### **STEP ONE:**

Complete the personal application file. The following items are required before an evaluation for acceptance can be conducted. **Please note** that the application instructions state the Seminary will contact the references listed. Contrary to this indication, however, the Seminary is unable to contact references with addresses outside the U.S. For this reason, **we ask the international applicant to distribute the reference forms.**

- Application Form
- Application Fee of \$30
- Personal Statement, as instructed
- Official Academic Transcripts
- Health Form with immunization dates completed
- Letter of endorsement from a denominational official
- Two references, as instructed
- TOEFL score report

The applicant will be notified after the evaluation has been done, as to whether he or she has been accepted to attend Palmer Theological Seminary.

### **STEP TWO:**

Provisional acceptance is granted, pending the adequate documentation of finances. The following forms are used to certify that the applicant has sufficient economic resources to pay for the entire degree program. All commitments of finances (financial affidavits) must be notarized with the stamp or seal of the appropriate official. In the U.S., this is accomplished by a notary public.

- PTS Financial Aid Application
- Foreign Student Financial Aid Application
- Student Commitment of Finances (*documents the student's personal resources available toward educational and living expenses*)
- Sponsor's Commitment of Finances (*documents the financial assistance promised by sponsoring individuals or agencies, such as denominational or church support.*)

### **STEP THREE:**

When an applicant has demonstrated adequate economic resources, final acceptance is granted. The accepted applicant will then be asked to make a first payment to cover one year's tuition (at the international student rate), on-campus housing and medical insurance costs. When this payment is received, the I-20 will be prepared and sent for the student to request an F-1 visa from the U.S. Consul in their home country. The student is responsible for all fees related to the visa application process. If the student is transferring to Palmer Seminary from another U.S. institution, the transfer will be achieved in SEVIS (the required government database), and the new I-20 sent to him or her.

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