



# INTERNATIONAL STUDENT CHECKLIST

## INTERNATIONAL ADMISSIONS REQUIREMENTS

- UST Undergraduate Application:** [www.stthom.edu/apply](http://www.stthom.edu/apply)
- English Proficiency:** Students must take **ONE** of the following examinations:

<b>TEST NAME</b>	<b>MINIMUM SCORE</b>
TOEFL Internet-based (IBT).....	79
IELTS.....	6.5
ELS.....	Certificate of completion level 112
PTE.....	53

*If interested in scholarships, these tests meet English Proficiency and scholarship eligibility requirements.*

SAT.....	1140 (ERWS + MSS) taken after February 2016
ACT.....	23 (composite)

Students must request official test scores to be sent from the respective testing agency.

### **International Transfer Students**

If you have previously attended a college/university in the U.S. and completed at least 24 transferrable credit hours including English Composition I and II, the foreign language test may be waived. International Transfer Students are evaluated on a case-by-case basis.

If you have not attended a U.S. college/university, you must take one of the English Proficiency Tests.

### **Official Transcripts to be Evaluated by an Accredited Agency**

Please ask for a full **course-by-course** evaluation.

Common Acceptable Agencies are listed on the back.

- Deadline:** All items should arrive at the Office of Admissions no later than 60 days prior to the first day of school for the fall, spring, or summer semesters.

## IMMIGRATION REQUIREMENTS

**All admitted students will need to fulfill immunization requirements. Find the UST Immunization form at [stthom.edu/immunization](http://stthom.edu/immunization).**

Admitted students who are living abroad and need to apply for an F-1 visa are required to complete and submit:

- A copy of your passport
- An F-1 Undergraduate Information Form
- An Undergraduate Affidavit of Financial Support Form
- An original and official bank statement (Must be less than six months-old and in English)
- A passport-sized photo
- Health Insurance Forms

- OR -

Admitted students who are already in the U.S. (with an F-1 visa) and plan to transfer from another institution, will need to submit the items listed above, and a copy of the following:

- Stamped I-20
- Visa
- I-94 (front and back)
- SEVIS Transfer Form

### OFFICE OF INTERNATIONAL STUDENTS AND SCHOLAR SERVICES (OISS)

713-525-3503 • [iss@stthom.edu](mailto:iss@stthom.edu) • [www.stthom.edu/international](http://www.stthom.edu/international)

### COMMON ACCEPTABLE EVALUATION SERVICES

- These evaluation agencies can convert your high school grades and/or international college credits to the American 4.0 grade point average (GPA) scale. They also can provide a translation into English, if necessary.
- When requesting an evaluation, please apply for a “**full evaluation**,” also known as a “**course-by-course evaluation**” of your transcript. Evaluations must be sent from the evaluating agency to be considered official. Unofficial transcripts will not be considered for admission.

SDR Educational Consultants (SDR) ([www.sdreducational.org](http://www.sdreducational.org))  
2600 Gessner Rd., Ste. 270, Houston, TX 77080, Phone: (713) 460-3525

Educational Credential Evaluators (ECE) (<http://www.ece.org>)  
P.O. Box 514070, Milwaukee, WI 53203-3470, Phone: (414) 289-3400

Global Credential Evaluators (GCE) (<http://www.gcevaluators.com>)  
P.O. Box 9203, College Station, TX 77842, Phone: (800) 707-0979

World Education Services (WES) (<http://www.wes.org>)  
Bowling Green Station, P.O. Box 5087, New York, NY 10274-5087, Phone: (800) 937-3895

SpanTran Evaluation Services (<http://www.spantran.com>)  
2400 Augusta Dr., Suite 451, Houston, TX 77057, Phone: (713) 266-8805

Foreign Credential Services of America (FCSA) (<http://www.fcsa.biz>)  
1910 Justin Lane, Austin, TX 78757-2411, Toll-Free: (877) 533-4285, Phone: (512) 459-8428

*This is not a comprehensive list. If you have questions about an agency not listed, please contact the Office of Undergraduate Admissions.*

### OFFICE OF UNDERGRADUATE ADMISSIONS

713-525-3500 • 800-856-8565 • [admissions@stthom.edu](mailto:admissions@stthom.edu) • [www.stthom.edu/admissions](http://www.stthom.edu/admissions)