



# CANADIAN SOUTHERN BAPTIST SEMINARY & COLLEGE

## International (non-US) Student Application Guide & 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 **March 1<sup>st</sup>**.
  - Seminary: <http://www.csbs.ca/seminary-roadmap.html>
  - College: <http://www.csbs.ca/college-roadmap.html>
- Applications for international students are only accepted for the-Fall semester. (We are unable to receive international students for the Spring semester).
- Pay the \$150.00 non-refundable application fee. Applications will only be processed upon receipt of the 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
- Arrange to have all official high school or post-secondary transcripts sent directly to the Admissions Office from the academic institution.
- Arrange to have official TOEFL or IELTS scores sent directly to the Admissions Office.

- All reference forms must be submitted directly to the Admissions Office from the designated individuals by email or mail.
- Once all required documentation is received, the application file will be reviewed by the Admissions Committee. Upon acceptance, an Offer of Admission letter will be sent.

**When you receive your Offer of Admission:**

- Read the Admission letter carefully.
- Submit the required confirmation and housing deposits by **April 1<sup>st</sup>** as stated in the Offer of Admission letter (All fees are in Canadian Dollar amounts):
  - Confirmation Deposit (will be applied towards tuition): \$1,500.00 (\$200.00 of this is non-refundable)
  - Housing Deposit:
    - Single: \$3,000.00
    - Couple/Family: \$4,500.00

**After Deposit is Submitted:**

- Wait to receive the official acceptance letter and Citizenship and Immigration Canada (CIC) acceptance form from CSBS&C.
- Read all documents carefully upon receipt.
- 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.
- Deadline to receive your study permit is **July 1<sup>st</sup>**. If the study permit is received after this date, you may need to postpone the start of your studies until the following school year.

### **Application Withdrawal Procedure if 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 (non-refundable portion) will be returned to you in Canadian funds minus any bank service charges.

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

- Send a copy of the study permit and a copy of your passport to the Registrar's Office ([registrar@csbs.ca](mailto:registrar@csbs.ca)) by **July 1<sup>st</sup>**.
- Contact the Registrar for information on course registration. International students **must be enrolled as full-time students**. Registration is completed at this time through email discussion with your faculty advisor.
- Contact the Housing Department ([housing@csbs.ca](mailto:housing@csbs.ca)) to confirm availability and type of housing.
- Acceptance is conditional upon arriving on campus no later than two weeks prior to the start of the first day of classes for the Fall semester. If you are unable to arrive by this date, you may need to postpone the start of your studies until the following school year.
- Make travel arrangements to come to Cochrane, Alberta, Canada (The closest airport is Calgary International Airport - Calgary, Alberta, Canada).
- 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)).

### **Flight Information:**

- Airline & Flight Number: \_\_\_\_\_
- Flight Date (MM/DD/YY): \_\_\_\_\_
- Arrival Time: Hour: \_\_\_\_\_ Minute: \_\_\_\_\_
- The International Student Guide gives you details about living in Cochrane, Alberta Canada: <http://www.csbs.ca/assets/international-student-guide.pdf>. There is helpful information on living in Canada and the documents needed to enter Canada on the Immigration Canada website: <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.
- If you need a ride from the airport to CSBS&C, contact Student Services.
- If your flight is delayed, contact Admissions at 1-403-620-7424.

**Upon arrival on campus:**

- Meet with Housing personnel to get settled in student housing.
- Meet with international student ambassador (through Student Services).
- Pay fees required (at Business Office).
- Submit original copies of passport and study permit to the Registrar.
- Attend three-day orientation.
- Begin your educational studies at Canadian Southern Baptist Seminary & College!