



POLICIES AND PROCEDURES

Originator: Director of Enrollment Management
Subject: Issuing INS I-20 Forms
Date: March 1997

A. BACKGROUND

Missouri Baptist University is approved by the United States Immigration and Naturalization Service (INS) to issue INS I-20 forms to prospective international students. This form is provided by Missouri Baptist University to international students seeking to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at MBU. Missouri Baptist University received initial approval to issue I-20 forms on July 8, 1968 and has retained this approval.

B. POLICY

As a result of Missouri Baptist University's commitment to a diverse student body, and in order to comply with provisions of the United States Immigration and Naturalization Service, guidelines for admission to the University and issuance of and INS I-20 form are set forth below.

C. GUIDELINES

The following documents must be submitted for admission consideration. Upon receipt of all documents the Admissions Committee will review the applicant's file to determine acceptance.

1. Application for admission
2. \$25 non-refundable application fee
3. Evidence of English proficiency, by a minimum score on a Test of English as a Foreign Language (TOEFL) of 500 or above. Students with a TOEFL score of 430-499 may be eligible for international provisional acceptance.
4. Proof of financial ability to support himself/herself while attending MBU. This proof must be in the form of:
 - a. A bank statement showing deposited funds translated into U.S. dollars;
 - b. A notarized affidavit of support from a sponsor defining the exact amount of funds available, designated to the student, and the period of time for which support is pledged. This is waived if the student is providing proof of his/her own personal funds in sufficient amounts to cover all expenses in the bank statement outlined (a);
 - c. A phone number and address of the student's financial sponsor for a phone interview if deemed necessary.

5. A high school transcript for freshmen.
6. Students with University credits (transfer students) must follow the following procedure to receive credit for previous University work:

A student who has earned University-level course credits in a foreign country comparable to the course credits in the American university system and who wishes to use those credits toward a degree must have transcripts evaluated by:

World Education Services, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745, USA
Tel: 212-966-6395

This student must submit two (2) official transcripts, one to the Office of Admissions at Missouri Baptist University and one to the foundation listed above. There is a fee for this evaluation. An application for transcript evaluation through World Education Services may be obtained from the Missouri Baptist University Admissions Office (314-434-1115). The student must submit official transcripts, the World Education Services application, and the required fee to the above address. Upon receipt of an evaluation from World Evaluation Services, Missouri Baptist University will determine if the credits will apply toward a degree at MBU.

7. A photo taken within the last six months.
8. Proof of health insurance coverage.
9. A report of medical history.