Application for Undergraduate Admissions
St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

Application Instructions

Please provide information requested on the attached application and return with the required documents. Read all instructions carefully before completing the enclosed forms.

Admissions Options
Freshman Applicants - Students, domestic or international, who have completed or expect to complete a high school diploma, GED or obtain the equivalent of a US high school diploma may apply as a freshman for either the fall, spring, or summer semester.

Transfer Applicants - Students, domestic or international, who have completed post-secondary coursework of 30 or more credits at an accredited college or university, within or outside the United States, upon completion of secondary school, may apply for either the fall, spring, or summer semester.

Applicants for Re-Entry - St. Thomas University students who have not been in attendance for more than one year are required to apply for re-entry. Students applying for re-entry will be expected to submit an essay stating their reason for leaving the college and explaining why they desire to return. The application for re-entry must be returned to the Office of Admissions along with the $40 application fee. Such students may apply for the fall, spring, or summer semester.

Official transcripts of college-level courses taken during this period of absence from St. Thomas University must be mailed directly from the institution to the university.

Non-matriculated (Non-degree) Applicants - Students who may or may not be enrolled at other institutions, but wish to take courses at St. Thomas University, are welcome to enroll in the fall, spring, or summer semester. Such students must meet the minimum requirements for admission.

The application for non-degree applicants is available at the Office of Admissions and must be returned to the Office of Admissions with a $40 application fee.

The Application Process
St. Thomas University requires each applicant to submit the appropriate documents listed below. It is your responsibility to ensure that the documents needed to complete your application are submitted in a timely fashion.

Requirements for all Incoming Students:
The Application for Admission Application Fee - A $40 non-refundable fee, payable to St. Thomas University, in the form of a personal bank check, money order or online credit card payment, is required for each applicant. This fee may be waived with an official fee waiver from either your high school's college advisor, SAT, ACT, or NACAC.

Personal Essay (500 words minimum)
Based upon one of the following topics:
1. Why I wish to attend St. Thomas University.
2. How my activities and experiences will enhance the student body at St. Thomas University.
3. Qualities of an effective leader (for School of Leadership Studies applicants: e.g. Communication, Education)

Letter of Recommendation - This can be written by anyone you have a professional relationship with, such as your high school counselor, professor, or employer.

Requirements for Incoming Freshman
High School Transcripts - A record of all academic work completed at the time of application is required. This report should include certified records of any national examinations required for completion of secondary education (e.g. CXC, GCE, “O” and “A” level, IB, French Baccalaureat, Maturita, Bagrut, Abitur etc.) outside of the United States.

Final High School Transcripts - All offers of admission made by St. Thomas University are contingent upon receipt and review of final high school transcripts, including evidence that you completed your secondary education. In addition, international students who have attended high school outside of the US must submit their transcripts for evaluation to a NACES accredited organization, such as Josef Silny & Associates located in Miami, FL or World Education Services (WES) located in New York, NY.

Standardized Tests - Official results of the Scholastic Assessment Test (SAT I) or the American College Test (ACT) are required for domestic students as well as all Prospective Student Athletes applying to all bachelor degree programs. The SAT or ACT is generally not required for international students. However, international students are advised to take the examination, if possible, as these tests do assist the Admissions Committee in the evaluation process. St. Thomas University’s SAT Code is 5076 and the ACT Code is 0719.

Requirements for Transfer Students
College Transcripts - All college or university transcripts are required of all applicants who have attended another post-secondary institution and must be mailed directly from the institution to the university. Official transcripts noting any degrees earned from each institution you attended must be filed with the Office of Admissions. Transfer students who have in excess of 30 semester hours of credit following completion of the high school diploma are not required to submit high school transcripts or standardized test scores. In addition, international students who have attended college outside of the US must submit their transcripts for evaluation to a NACES accredited organization, such as Josef Silny & Associates located in Miami, FL or World Education Services (WES) located in New York, NY.

Additional Requirements for International Student
TOEFL/IELTS - Official results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) must be submitted by all applicants from countries where English is not the official language of instruction. A minimum score of 71 on the TOEFL Internet Based Test (iBT) or a 5.5 IELTS Overall Band Score is required for admission consideration. Students who fall below this range will be required to complete either English as a Second Language (ESL) courses or an Intensive English Language Program.

Affidavit of Support - All international students requiring a Form I-20 must submit the International Student Financial Guarantee Form along with supporting documents listed on the form showing the tuition and fees, room and board, and health insurance expenses for one academic year. All international students requiring a Form DS-2019 in order to apply for an J-1 Exchange Student Visa must submit the J-1 Student Request Form and the J-1 Certificate of Finances in addition to International Student Financial Guarantee Form.

Form I-20/DS-2019 - In addition to the affidavit of support, all international students requiring a Form I-20 or Form DS-2019 must submit a copy of their Passport Information Page or Birth Certificate. All international students requesting to transfer their SEVIS Record from their respective U.S. institution to St. Thomas University must also submit a copy of their Form I-20, VISA Information Page, and the STU Transfer Eligibility Form, which is provided by the Office of Admissions.

Application Deadlines
The Office of Admissions reviews applications on a rolling basis and all applications will be considered at the time they are received. To take full advantage of scholarship opportunities, St. Thomas University recommends applying for the fall semester by May 1st and the spring semester by November 1st.
Application for
Undergraduate Admissions

Term of intended enrollment
Fall 20____ (August)
Spring 20____ (January)
Summer I 20____ (May)
Summer II 20____ (June)

Attendance Status
q Full-Time
q Part-Time
Application Status
q Freshman
q Transfer
q Re-entry

Interested in living on-campus?
q Yes
q No

PERSONAL INFORMATION

q Male
q Female
Name ____________________________________________________________
Last (Family)  First (Given)          Middle    Maiden
If your transcripts or test scores arrive under any name(s) other than the name listed above, enter here: __________________________

Date of Birth ________________________________________________ Place of Birth ________________________________
Month          Day  Year         City   State or Country

Social Security Number _____________-___________-_____________   Country of Citizenship ___________________________________________________________________________

Immigration Status:  I am a:  q U.S. Citizen   q U.S. Permanent Resident  q Nonimmigrant: Classification ____________
(Enter your current or expected nonimmigrant classification: for example: F-1, B-2, H-4, etc.
Please note that this information is not taken into consideration for admission.)

E-MAIL ADDRESS
____________________________________________________________________________________________________________________________________________________
Please print legibly as the majority of university communication will be electronic.

PERMANENT HOME ADDRESS

International Students: (Input address in Home Country)
___________________________________________________________________________________________________________________________________________________________________________
Street Address       Apt. No.
___________________________________________________________________________________________________________________________________________________________________________
City     State   Zip Code   Country (If not US)
(_______)____________________________________________________________________(_______)__________________________________________________________________________________
Area Code             Cell Phone Number                                                        Area Code             Home Phone Number

MAILING ADDRESS (if different from permanent address)
___________________________________________________________________________________________________________________________________________________________________________
Street Address       Apt. No.
___________________________________________________________________________________________________________________________________________________________________________
City     State   Zip Code   Country (If not US)
(_______)____________________________________________________________________(_______)__________________________________________________________________________________
Area Code             Cell Phone Number                                                        Area Code             Home Phone Number

For office use only

Are you currently a STU employee or a spouse or dependent of a STU employee?  q Yes   q No
Are you currently employed with Miami International Airport?  q Yes   q No

Have you previously attended St. Thomas University?  q Yes   q No
If yes, when? ____________________________________________
If yes, are you adding or changing the major? ____________

Have you participated in a Dual Enrollment Program?  q Yes   q No
If yes, where and when? ________________________________

Have you ever participated in our Lead Now Program?  q Yes   q No
If yes, when? _________________________________________

Will you be obtaining Veterans Affairs (VA) Benefits?  q Yes   q No
EMERGENCY CONTACT

Name & Relationship ___________________________________________ Area Code __________ Telephone Number ________________

PARENTS’ ACADEMIC INFORMATION

Father’s Information ________________________________________________________________ (Check ☐ if deceased.)

Name ____________________________________________________________________________

College(s) attended, if appropriate ____________________________ Degree(s) ______________

Mother’s Information ________________________________________________________________ (Check ☐ if deceased.)

Name ____________________________________________________________________________

College(s) attended, if appropriate ____________________________ Degree(s) ______________

Parent Email Address _________________________________________________________________________________________________________________________________________________

SCHOOL OF BUSINESS

Business (B.A.)
Business Studies
Economics
General Business
Sports Administration
Tourism and Hospitality Management
Business Administration (B.B.A.)
Accounting
Finance
International Business Management
Business Management
Economics
Marketing Management
Information Systems
Tourism and Hospitality Management
Sports Administration
Tourism and Hospitality Management

SCHOOL OF SCIENCE, TECHNOLOGY & ENGINEERING MANAGEMENT

Biology
Biological Research
Pre-Professional Studies
Chemistry
Computer Science
Mathematics
Engineering (2+2 with Florida International University)
Nursing (2+2 with the University of Miami)

SCHOOL OF THEOLOGY & MINISTRY

Religious Studies
Religious Studies (ONLINE)

CERTIFICATE PROGRAMS

Criminal Justice
Homeland Security & Terrorism Control
International Studies
Professional Writing

SCHOOL OF LEADERSHIP STUDIES

Communication Arts
Elementary Education

Professional Studies:
Fire and Emergency Services Management
Health Record and Information Management
Organizational Leadership

EDUCATIONAL INFORMATION

High School last attended ________________________________________________________________________________ ACT/CEEB Code Number ________________________________

Address _________________________________________________________________________________________________________________ Graduation Date _________________________

Street __________________________ City ______ State ______ Zip Code ______ Country ______

If you did not graduate from High School, please indicate date you received your GED or equivalent ___________________________ Mo/Day/Yr

TEST INFORMATION

Have you taken or plan to take the ACT Examination? ☐ Yes ☐ No If yes, when? ______________________________

Have you taken or plan to take the Advanced Placement (AP) Examination? ☐ Yes ☐ No If yes, when? ______________________________

Have you taken or plan to take the International Baccalaureate (IB) Examination? ☐ Yes ☐ No If yes, when? ______________________________

Have you taken or plan to take the SAT Examination? ☐ Yes ☐ No If yes, when? ______________________________

INTERNATIONAL STUDENTS (only)

Have you taken or plan to take the TOEFL or IELTS? ☐ Yes ☐ No If yes, when? ______________________________
TRANSFER STUDENTS (only)

List all post-secondary educational institutions attended. (Evaluation of grades from a NACES member organization is needed for all schools attended outside of the U.S.)

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City, State, Country</th>
<th>Dates of Attendance From/To</th>
<th>Certificates or Diplomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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</tbody>
</table>

ADA STATUS AND INFORMATION

St. Thomas University recognizes that students records, for the purpose of disability documentation, disability determination, and accommodation determination are confidential, as per state and federal laws, and are treated as such. However, the student’s right to privacy must be balanced against the University’s need to know the information in order to provide requested and recommended services and accommodations.

1. For the upcoming academic year, I plan to make an application at St. Thomas University for disability status.

   ☐ Yes  ☐ No

2. Check all that apply, please

   ☐ Physical Disability  ☐ Mental Health Disability

3. Attach any paperwork documentation to your application with the following information:

   - Describing your disability
   - Indicating what help or accommodations you will need/seek regarding your disability

4. How would you like us to contact you to discuss this situation? _____________________________________________________________

CONTINUE TO PAGE 4 OF APPLICATION
PERSONAL HISTORY

Failure to answer these questions will delay the processing of your application and we will be unable to render an admissions decision.

1. Have you ever been found responsible for a disciplinary violation at an educational institution you attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in you being dropped, warned, advised or required to withdraw, or your probation, suspension, removal, dismissal or expulsion from the institution?  Yes  No

2. If you served in the military, did you receive any type of discharge other than honorable?  Yes  No  N/A

3. Have you ever been arrested for, charged with or convicted of a misdemeanor or felony crime under your legal name or alias? You must include juvenile offenses, alcohol offenses, including driving under the influence of alcohol and drugs and adjudications withheld by court. Also include any misdemeanor or felony offenses for which the charges were dropped, dismissed, referred to a pretrial interventional program and/or prosecution was deferred. If you have been arrested or charge with or convicted of a felony, including adjudication withheld, you must provide copies of official documentation that demonstrates disposition of each matter. Have you otherwise accepted responsibility for commission of a crime or do you have any criminal or disciplinary charges pending against you? The University has the right to require applicants to submit the results of a criminal background check to verify the information you disclose herein. Additionally, the University may revoke an acceptance if the applicant has not made a full disclosure.  Yes  No

4. I understand that I have a continuing responsibility to notify the University of any and all changes in the information I have submitted that occur at any time after filing this application, including during my enrollment in the University.  __________

If you answer “yes” to any of these questions, please attach a separate page describing details of the situation, official documents, the court jurisdiction and give the date. Thank you for your cooperation.

OPTIONAL INFORMATION

How did you first learn about St. Thomas University?  ________________________________

Religious Affiliation  ________________________________

What is your native language?  ________________________________

Are you Hispanic or Latino (or of other Spanish origin)?  Yes  No

Ethnic Origin  Black  White  Asian  American Indian/Alaskan Native  Hawaiian/Pacific Islander  Two or more races (specify)  ________________________________

Do you participate in a high school/college sport?  Yes  No

List sport of interest:

Men:  Baseball  Basketball  Cross County  Golf

Soccer  Tennis  JV Baseball

Women:  Basketball  Cheerleading  Dance  Cross County

Soccer  Softball  Tennis  Volleyball

CERTIFICATION OF INFORMATION

I certify that the information provided on the application for admission to St. Thomas University and all supplemental forms are complete and accurate. I understand that omission or misrepresentation of facts therein may be cause for denial of admission, revocation of admission, dismissal after enrollment, revocation of the degree for which I am enrolled, or any other action necessary as deemed by the university. I further understand that I have a continuing responsibility to notify St. Thomas University of any and all changes in the information I have submitted that occur at any time after filing this application, including during enrollment in St. Thomas University.

Date  ________________________________  Signature  ________________________________

St. Thomas University admits students of any gender, race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
Admissions Checklist

Keep this page for your reference

Please use this checklist as a guide to submit all the necessary documentation to the Office of Admissions for consideration. Should you have any questions regarding any of the following materials, please consult with an Admissions Officer.

Checklist for All Applicants

<table>
<thead>
<tr>
<th>Check</th>
<th>Date submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Application with $40 Application Fee</td>
<td>______</td>
</tr>
<tr>
<td>High School Transcript:</td>
<td>______</td>
</tr>
<tr>
<td>High School Diploma</td>
<td>______</td>
</tr>
<tr>
<td>GED Certificate with Scores, if applicable</td>
<td>______</td>
</tr>
<tr>
<td>College/University Transcript(s), if applicable (from all colleges attended)</td>
<td>______</td>
</tr>
<tr>
<td>SAT Scores - STU Code: 5076</td>
<td>______</td>
</tr>
<tr>
<td>ACT Scores - STU Code: 0719</td>
<td>______</td>
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<tr>
<td>Personal Essay</td>
<td>______</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>______</td>
</tr>
</tbody>
</table>

Checklist for International Applicants

<table>
<thead>
<tr>
<th>Check</th>
<th>Date submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Transcript in both native language and English translation</td>
<td>______</td>
</tr>
<tr>
<td>Transcript Evaluation from a NACES accredited organization</td>
<td>______</td>
</tr>
<tr>
<td>TOEFL Scores - STU Code: 5076</td>
<td>______</td>
</tr>
<tr>
<td>IELTS Scores</td>
<td>______</td>
</tr>
<tr>
<td>International Student Financial Guarantee Form</td>
<td>______</td>
</tr>
<tr>
<td>Copy of Passport Information Page or Copy of Birth Certificate</td>
<td>______</td>
</tr>
<tr>
<td>J-1 Student Request Form, if applicable</td>
<td>______</td>
</tr>
<tr>
<td>J-1 Certificate of Finances, if applicable</td>
<td>______</td>
</tr>
</tbody>
</table>

Checklist for Financial Aid (Domestic Applicants Only)

File financial aid forms as soon as possible. You may be asked to supply additional documents if verification of certain information is required. St. Thomas University’s FAFSA Code is 001468.

<table>
<thead>
<tr>
<th>Check</th>
<th>Date submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Free Application for Federal Student Aid (FAFSA) STU Code: 001468</td>
<td>______</td>
</tr>
</tbody>
</table>

Admissions Decision Process

The Office of Admissions makes admission decisions provided the applicant meets the minimum requirements. If the applicant has not met these criteria, the applicant’s file is submitted to an Admissions Review Committee and a decision is rendered after all the supporting documentation has been carefully reviewed.

Students wishing to appeal a decision made by the Admissions Review Committee may do so in writing. This appeal must be made within 30 days of the original decision letter; no exceptions will be made. The Admissions Review Committee reviews applications throughout the academic year. The same admissions standards apply throughout the process.

Admitted applicants for the fall semester must submit a non-refundable tuition deposit of $250.00 by May 1st (or within two weeks of acceptance, after May 1st) to reserve their seat in the entering class. Admitted applicants for the spring semester must submit a non-refundable deposit of $250.00 by the deadline stated on their acceptance letter. All deposits are non-refundable and will be applied to the first semester’s tuition charges.

All applicants are welcome to visit the campus, take a guided tour, meet current students, and speak with faculty. No evaluative interviews are offered. To schedule a visit, check on the status of your application, or to learn more about St. Thomas University call 305-628-6546 or send an email to signup@stu.edu. We look forward to hearing from you!

GO BOBCATS!!!