



## HOW TO APPLY

Return this completed application along with the following required items:

- \$35 nonrefundable application fee.
- Official high school transcripts. (Original transcripts in languages other than English must be accompanied by English translations.)
- Official university transcripts, if applicable. (Original transcripts in languages other than English must be accompanied by English translations.)
- Copy of your TOEFL score card.
- Copy of your passport
- Financial Declaration. (Official document showing us that you have the necessary funds to attend Saint Martin's. Amount should cover the cost of tuition, room and board.
- Completed Housing Contract. (If you will not live on campus, you must complete the Housing Waiver Form.)
- Completed Roommate Preferences Form.
- Completed Medical History Form.
- Completed Immunization Record Form. (Must have documentation of a tuberculosis (TB) test within the last year.)
- Completed Insurance Waiver Form. (Insurance is also available to purchase.)
- Copy of your insurance information
- Copy of your insurance card
- \$40 international express courier fee for I-20 visa documents (This fee is optional, but will ensure faster delivery of your visa documents.)

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Make checks or international money orders payable to Saint Martin's University.

Scan and e-mail your application and all required documents to [mtulluck@stmartin.edu](mailto:mtulluck@stmartin.edu) or fax to 360-438-4359. Send documents by mail to:

Office of International Programs and Development  
Saint Martin's University  
5300 Pacific Avenue SE  
Lacey, WA 98503

If you wish to apply for an undergraduate degree program, please apply online at [www.stmartin.edu/apply](http://www.stmartin.edu/apply).

For questions and additional information, please contact the Office of Admissions at 360-438-4596.

Saint Martin's English as a Second Language (ESL) courses are designed primarily for international and immigrant students to improve English language skills for the purpose of matriculating into Saint Martin's University. A secondary purpose is to provide exchange students with an educational experience, while enhancing the university community by bringing an international presence to campus through students that come to study ESL. The ESL curriculum is divided into two course subtypes: skills-based classes and content-based classes. ESL classes are sectioned according to four levels of communicative competence.

No required TOEFL score is necessary for entry into the program. Level placement according to TOEFL score, if it is available, is generally as follows for the institutional paper-based exam:

Level 1 = 375 – 415  
Level 2 = 415 – 445  
Level 3 = 445 – 475  
Level 4 = 475 – 524

Students with a TOEFL score of 480 – 524 may take a combination of ESL and regular undergraduate courses. Students with TOEFL scores of 525 on the institutional paper-based TOEFL and above are eligible for full-time undergraduate study at Saint Martin's. The number of levels and courses offered each semester are necessarily based on enrollment numbers.

## DEADLINES

November 25

Last day you can apply for spring semester

April 1

Last day you can apply for summer sessions

July 25

Last day you can apply for fall semester

### **Saint Martin's is an equal opportunity institution**

Saint Martin's University does not discriminate in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, race, color, creed, marital status, religious persuasion, national or ethnic origin, handicap or sexual orientation.

The University accords all rights and privileges, programs and activities to all of its students.

**ABOUT YOU** (REQUIRED)Do you have a Social Security Number? ☐ Yes \_\_\_\_\_ ☐ No, I do not have a Social Security Number

Family name \_\_\_\_\_ Given name \_\_\_\_\_

☐ Female ☐ Male ☐ Single ☐ Married

Date of birth (required for 1-20) Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Primary language \_\_\_\_\_

Place of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_ Visa type \_\_\_\_\_

Country of permanent legal residence \_\_\_\_\_

**Home country address**

Street \_\_\_\_\_

City/town \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Home country telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Local (US) address**

Street \_\_\_\_\_

City/town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home country telephone \_\_\_\_\_ E-mail \_\_\_\_\_

How long do you plan to live at this address? \_\_\_\_\_

**Emergency contact in US**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Emergency contact in home country**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**FAMILY INFORMATION** (REQUIRED OF ALL APPLICANTS UNDER THE AGE OF 21)

Please list the adults who have legal rights and responsibilities toward you. For minors, this is usually one or both biological parents, if living. If you wish, you may list on an attached sheet step-parents and/or other adults with whom you reside, or who otherwise help care for you.

*Parents' marital status (relative to each other):* ☐ Never married ☐ Married ☐ Widowed ☐ Separated ☐ Divorced*With whom do you make your permanent home:* ☐ Both ☐ Parent/Guardian 1 ☐ Parent/Guardian 2 ☐ Other**Parent/Guardian 1:**☐ Mother ☐ Father ☐ Legal Guardian \_\_\_\_\_*Relationship to you*

Last/Family First/Given Middle Title (Mr., Mrs., Dr., etc.)

Home address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work telephone (for emergencies only) \_\_\_\_\_

E-mail \_\_\_\_\_

**Parent/Guardian 2:**☐ Mother ☐ Father ☐ Legal Guardian \_\_\_\_\_*Relationship to you*

Last/Family First/Given Middle Title (Mr., Mrs., Dr., etc.)

Home address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work telephone (for emergencies only) \_\_\_\_\_

E-mail \_\_\_\_\_

## UNIVERSITY PLANS

Are you applying to come to Saint Martin's University as an exchange student?

☐ Yes, my home country university's name is \_\_\_\_\_ ☐ No, I am not an exchange student

TOEFL score, if available \_\_\_\_\_ Test date \_\_\_\_\_

If TOEFL score is not available, when do you plan to take the exam? \_\_\_\_\_

IELTS, TOEIC, or Cambridge Exam score, if available \_\_\_\_\_

Do you plan to live on campus? ☐ Yes ☐ No

Are you interested in meeting an American host family? ☐ Yes ☐ No

Do you plan to pursue a bachelor's degree or master's degree program at Saint Martin's University? ☐ Yes ☐ No

I wish to be admitted for (check one):

- ☐ Fall Semester (August) Year \_\_\_\_\_
- ☐ Spring Semester (January) Year \_\_\_\_\_
- ☐ 4-week Summer Session A (May/June) Year \_\_\_\_\_
- ☐ 4-week Summer Session B (June/July) Year \_\_\_\_\_
- ☐ 4-week Summer Session C (July/August) Year \_\_\_\_\_

How long do you intend to study at Saint Martin's University?

- ☐ One semester
- ☐ Two semesters
- ☐ More than two semesters

Do you plan to study ESL at Saint Martin's University during the summer?

- ☐ Yes, I will study during Session ☐ A (May/June) Year \_\_\_\_\_ ☐ B (June/July) Year \_\_\_\_\_ ☐ C (July/August) Year \_\_\_\_\_
- ☐ No, I will not take ESL classes in the summer.

Planned arrival date \_\_\_\_\_ Planned departure date \_\_\_\_\_

## ACADEMIC INTERESTS

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Accounting                     | <input type="checkbox"/> Community service      | <input type="checkbox"/> History                             | <input type="checkbox"/> Theatre arts               |
| <input type="checkbox"/> Biology                        | <input type="checkbox"/> Computer science       | <input type="checkbox"/> Humanities                          | <input type="checkbox"/> Pre-professional programs: |
| <input type="checkbox"/> Business administration        | <input type="checkbox"/> Criminal justice       | <input type="checkbox"/> Japanese studies                    | <input type="checkbox"/> Pre-dentistry              |
| <input type="checkbox"/> Concentrations:                | <input type="checkbox"/> Education:             | <input type="checkbox"/> Mathematics                         | <input type="checkbox"/> Pre-law                    |
| <input type="checkbox"/> Economics                      | <input type="checkbox"/> Elementary education   | <input type="checkbox"/> Music                               | <input type="checkbox"/> Pre-medicine               |
| <input type="checkbox"/> Finance                        | <input type="checkbox"/> Secondary education    | <input type="checkbox"/> Political science                   | <input type="checkbox"/> Pre-pharmacy               |
| <input type="checkbox"/> Information systems Management | <input type="checkbox"/> Special education      | <input type="checkbox"/> Psychology                          | <input type="checkbox"/> Pre-physical therapy       |
| <input type="checkbox"/> Management                     | <input type="checkbox"/> Engineering:           | <input type="checkbox"/> Religious studies                   | <input type="checkbox"/> Undecided                  |
| <input type="checkbox"/> Marketing                      | <input type="checkbox"/> Civil engineering      | <input type="checkbox"/> Social studies                      |   |
| <input type="checkbox"/> Chemistry                      | <input type="checkbox"/> Mechanical engineering | <input type="checkbox"/> Sociology and cultural anthropology |   |
|   | <input type="checkbox"/> English                |  |   |

If you decide not to attend Saint Martin's University after you have been accepted, please notify the Office of International Programs and Development as soon as possible, so we can cancel your application. Please contact us by e-mail: [mtulluck@stmartin.edu](mailto:mtulluck@stmartin.edu).

## EDUCATION

Are you attending or have you attended an American college or university? ☐ Yes ☐ No

If yes, specify below (attach a separate sheet if necessary).

Name and location of college/university \_\_\_\_\_

Type of degree \_\_\_\_\_ Date degree received or expected \_\_\_\_\_

Have you attended a college or university in your home country? ☐ Yes ☐ No

If yes, specify below (attach a separate sheet if necessary).

Name and location of college/university \_\_\_\_\_

Type of degree \_\_\_\_\_ Date degree received or expected \_\_\_\_\_

Beginning with the most recent, list all high schools, colleges and universities that you have attended.

Name of school \_\_\_\_\_ City/town, state, county \_\_\_\_\_

Dates attended \_\_\_\_\_ Year of graduation \_\_\_\_\_ Diploma? ☐ Yes ☐ No

Name of school \_\_\_\_\_ City/town, state, county \_\_\_\_\_

Dates attended \_\_\_\_\_ Year of graduation \_\_\_\_\_ Diploma? ☐ Yes ☐ No

Name of school \_\_\_\_\_ City/town, state, county \_\_\_\_\_

Dates attended \_\_\_\_\_ Year of graduation \_\_\_\_\_ Diploma? ☐ Yes ☐ No

If you have not completed high school, do you have a high school equivalency diploma? ☐ Yes ☐ No

If yes, date, location and name of issuing authority \_\_\_\_\_

## EXTRACURRICULAR INTERESTS (OPTIONAL)

☐ Campus ministry

☐ Women's athletics

☐ Men's athletics

☐ Clubs

☐ Basketball

☐ Baseball

☐ University newspaper

☐ Cross-country

☐ Basketball

☐ Fraternity/Sorority

☐ Track and Field

☐ Cross-country

☐ Music

☐ Softball

☐ Track and Field

☐ Drama

☐ Golf

☐ Golf

☐ Intramural sports

☐ Volleyball

☐ Soccer

☐ Student government

☐ Soccer

☐ Yearbook

☐ Other \_\_\_\_\_

## IS THERE ANYTHING ELSE YOU WANT TO ADD?

It is the policy of Saint Martin's University to evaluate each applicant on an individual basis. In most cases, the information you have provided on this application, together with your academic record and standardized test scores, e.g., TOEFL, provide us with enough information to make an admission decision. However, these indicators may not accurately reflect a student's academic ability. If you believe that other considerations may strengthen your application or help us to make a more informed evaluation of your capabilities, please tell us. A personal letter of explanation or additional information regarding your skills and interests may reveal academic potential we might otherwise miss.

Please indicate if you have chosen to include additional material(s) with this application.

☐ Letter of explanation is enclosed.

☐ Additional information is enclosed or will follow. Explain briefly.