



INSTRUCTIONS FOR INTERNATIONAL APPLICANTS FOR ADMISSION TO AN UNDERGRADUATE DEGREE PROGRAM AT THE SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION

Thank you for your interest in an undergraduate degree program at The School of Professional and Continuing Education. Please read the following instructions very carefully and arrange to submit all necessary credentials.

Before your application can be considered you must submit:

Application Form: An application for admission should be submitted directly to Sage. Our application process is complete online at www.sage.edu/apply. There is no fee to apply.

Academic Credentials. Official documentation (transcripts and/or leaving certificate) from the secondary schools and all universities or colleges the student attended should be sent directly from the institution (s) to the Office of Admission. If original documentation cannot be obtained, copies certified by a Notary Public or an appropriate school or government official must be submitted. Certified English translations must be provided for documents supplied in a language other than English. Please note that all transcripts submitted become the property of Sage and will not be returned to the applicant. Course Descriptions (in English) must be provided in addition to the transcripts.

Please note: In some cases, certified course-by-course evaluations of foreign credentials might be requested of applicants. You may use any of the following Evaluation Services:

- World Education Services (WES): www.wes.org
- Education Credentials Evaluators: www.ece.org
- AACRAO: <http://www.aacrao.org/international/foreignEdCred.cfm>
- International Educators Research Foundation, Inc: <http://www.ierf.org/>

Proof of English Proficiency. Applicants whose native language is not English are required to submit proof of English proficiency. The following tests are acceptable:

- Results of the Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper), computerized score of 213 or internet based score of 79;
- Results from the IELTS (International English Language Testing System) with a minimum score of a 6.5;
- Results from iTEP (International Test of English Proficiency) with a minimum score of 5;

Applicants who have previously attended a high school, college or university in the United States for more than two years and have earned passing grades in English courses may be exempt from an English proficiency exam.

Proof of Financial Support. Applications must complete the The School of Professional and Continuing Education International Financial Statement to verify that the applicant has access to sufficient financial resources to attend the College. This form, along with supporting bank documents, acceptance and enrollment deposit must be submitted before The School of Professional and Continuing Education can issue the I-20 form necessary to secure a student visa. Financial assistance is not available to international students.

Please refer to the Tuition and Fees page on www.sage.edu for most accurate costs.

Instructions for completing The School of Professional and Continuing Education's International Student Financial Statement

All international students must document their ability to pay for all tuition and living expenses while attending the The School of Professional and Continuing Education. All sources you submit must be:

1. Indicated in US dollars
2. Current (not more than six months old)
3. Addressed to the Sage Colleges and no other college or university
4. Written in English or accompanied by a certified English Translation.

Please note: All funding documents provided must equal the cost of tuition, fees, living expenses, books, supplies, and health insurance for your program.

International Students who have F-1 or J-1 visas and who study at US Colleges and universities are expected to comply with all United States Immigration regulations pertaining to the F-1 or J-1 visa status during their course of study in the United States.

PLEASE NOTE: A decision on an international application for admission cannot be made until **all** credentials have been submitted. An I-20 form is issued after the applicant has been accepted and has submitted the appropriate enrollment deposit. Students who are matriculating into a program online and would not be entering the US .would not need to obtain a student visa.

Students Responsibilities for Maintaining Legal Immigration Status While in the US

1. Have a valid passport
2. Maintain a valid, current and accurate I-20
3. Attend the authorized school
4. Maintain **full time** status

Please contact the Office of Graduate and Adult Admission at 001.518.292-8615 or email at admission@sage.edu with any questions.