

International Office
PHILADELPHIA BIBLICAL UNIVERSITY

INFORMATION GUIDE FOR UNDERGRADUATE INTERNATIONAL APPLICANTS
(rev. 03/2001; information subject to change without prior notice)

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PHILADELPHIA BIBLICAL UNIVERSITY INSTITUTIONAL MISSION STATEMENT

Philadelphia Biblical University exists to develop for the Christian church and related ministries leaders who possess a foundational knowledge of the Scriptures and a biblical world/life view. Its educational climate fosters development of intellectual and spiritual maturity, leadership potential, and a global perspective on missions.

PBU TRADITIONAL UNDERGRADUATE PROGRAMS

PBU *Undergraduate Baccalaureate Programs* emphasize biblical studies complemented by general and professional education and field experience.

The PBU *Wisconsin Wilderness Campus One-Year Program* combines biblical and general studies with an emphasis on personal discipleship.

The *Institute of Jewish Studies One-Year Program* emphasizes biblical and theological studies in their historical context. An understanding of the Jewish background of the Scriptures, with an appreciation of the history and culture of the Jewish people and their role in the divine plan, undergirds the entire academic and spiritual focus of this PBU school.

APPLYING TO PBU: AN INTRODUCTION TO INTERNATIONAL ADMISSIONS REQUIREMENTS FOR TRADITIONAL UNDERGRADUATE PROGRAMS

General Requirements for International Applicants: In examining the credentials of international applicants, admissions personnel consider applicant commitment and character, as well as Christian experience. PBU requires a completed application and a \$25 USD application fee. Pastoral and academic references must also be submitted by individuals who know the applicant and have supervised and observed the applicant in church and academic settings. Other requirements include the submission of official academic transcripts, an official transcript of **one** of three standardized tests (TOEFL **or** SAT **or** ACT score), a completed health form with updated immunizations, and completed International Financial Aid Form (IFAF) with supporting documentation showing sufficient financial support for the duration of studies. *This school is authorized under Federal law to enroll nonimmigrant alien students.*

Paying The Application Fee: We recommend that applicants pay the required PBU application fee by mailing a personal or bank check in the appropriate amount to: International Office, Philadelphia Biblical University, 200 Manor Avenue, Langhorne, PA 19047-2990 USA.

Application Grace Period: Applicants are allowed a maximum of two (2) years during which they may submit all documentation required for admittance into PBU. The International Office permanently deactivates applicant files which are still incomplete at the end of their two-year grace period.

REQUIRED ACADEMIC TRANSCRIPTS

In order to qualify for admittance into Traditional Undergraduate Programs at Philadelphia Biblical University international applicants must have successfully completed a university preparatory course of study at a secondary school (a minimum of 12 years of primary and secondary school training comprises the equivalent to a U.S. high school diploma). Previous academic training should satisfy admissions requirements for university-level study. In addition, applicants must arrange for official certified transcripts of previous academic work to be sent to the PBU International Office. Certified transcripts are reports of individual courses taken and indicate the grades obtained for each course. Transcripts must have a raised seal or a stamp on the copy of the transcript from, for example, the Director, Registrar, Headmaster, or Headmistress of the school. Proof of graduation from secondary school / high school is also required.

All official academic transcripts should be sent directly from the institution of issuance to the PBU International Office. These transcripts must be in English or accompanied by an English translation.

Academic Transcript Evaluation Policy: PBU reserves the right to notify applicants that they must have their non-U.S. academic transcripts evaluated by an academic transcript evaluating agency. Transcript evaluation is only required when PBU is unable to accurately evaluate the transcripts. PBU requires applicants needing a more accurate evaluation of their academic background to submit an official transcript evaluation. PBU accepts transcript evaluations from AACRAO and WES.

AACRAO Academic Transcript Evaluations: The American Association of Collegiate Registrars and Admissions Officers (AACRAO) evaluates academic transcripts and is located in Washington, D.C. Applicants must pay a fee to AACRAO for this service and arrange for official transcript evaluations to be sent directly from AACRAO to the International Office. For more information contact:

AACRAO

**One Dupont Circle, NW, Suite #520
Washington, D.C. 20036-1135 USA**

E-mail: oies@aacrao.nche.edu
Phone: (202) 293-9161
FAX: (202) 872-8857
Web site: <http://www.aacrao.com/international>

WES Academic Transcript Evaluations: World Education Services (WES) evaluates academic transcripts and also has offices located in Washington, D.C. Applicants must pay a fee to WES for this service and arrange for official transcript evaluations to be sent directly from WES to the International Office. For more information contact:

**World Education Services, Inc.
P. O. Box 57206
Washington, D.C. 20037-7206 USA**

E-mail: DC@WES.ORG
Phone: (202) 331-2925
FAX: (202) 331-2927
Web site: <http://www.wes.org>

ENGLISH LANGUAGE PROFICIENCY

Studies at PBU require university-level English language proficiency in areas of listening comprehension, reading and writing. International applicants to PBU are required to take **one** of three standardized tests to demonstrate their level of English proficiency. Applicants may choose to take **either** the Test of English as a Foreign Language (TOEFL; see below) **or** the SAT I exam (see below) **or** the ACT exam (see below). Please note, however, that all PBU Teacher Education applicants are required to take the SAT I test and obtain certain minimum required scores (see below) in order to be admitted into the PBU Teacher Education Program. *PBU reserves the right to deny admittance to applicants who do not meet the minimum English proficiency requirements.*

PBU ENGLISH LANGUAGE / STANDARDIZED TEST STANDARDS

TOEFL Test Standards: PBU requires a minimum TOEFL score of 550 on paper-based tests and a minimum score of 213 on computer-based tests. The PBU TOEFL school code is 2661.

SAT Test Standards: PBU requires a minimum composite SAT I score of 920, with a minimum verbal score of 460 (480 verbal / 440 math is required for Teachers Education applicants). The PBU SAT school code is 2661.

ACT Test Standards: PBU requires a minimum composite ACT score of 19, with a minimum verbal score of 19. The PBU ACT school code is 3658.

Obtaining More Information about the TOEFL, SAT and ACT Tests: For more information regarding TOEFL test dates and testing sites contact:

TOEFL / TSE Services
P. O. Box 6151
Princeton, NJ 08541 USA

E-mail: toefl@ets.org
Phone: (609) 771-7100
FAX: (609) 771-7500
Web Site: <http://www.toefl.org>

For more information regarding SAT test dates and testing sites contact:

The College Board
International Education
1233 20th Street NW, Suite 600
Washington, D.C. 20036 USA

E-mail: Internatl@collegeboard.org
Phone: (202) 822-5900
FAX: (202) 822-5234
Web Site: <http://www.collegeboard.org>
(search site for: Overseas Educational Advising)

For more information regarding ACT test dates and testing sites contact:

ACT Universal Testing
P. O. Box 4028
Iowa City, IA 52243-4028 USA

E-mail: osus@act.org
Phone: (319) 337-1448
Web Site: <http://www.act.org>
(search site for: Students; ACT Registration)

Limited TOEFL, SAT and ACT Test Waivers: Applicants who have successfully pursued post-secondary studies in the United States and some Commonwealth countries within two years of submitting an application to PBU may be granted a TOEFL, SAT and ACT test waiver. However, PBU requires solid previous academic performance with a minimum of 60 completed university credits (each course of these 60 credits must be a minimum of “C” grade) in order for a waiver to be granted. A test waiver is effective only when confirmed by PBU. *The International Office is unable to grant a test waiver to international applicants lacking sufficient funding to register for the TOEFL, SAT or ACT test.* Canadian and other Commonwealth country applicants may choose to take the ACT or SAT test in place of the TOEFL.

Satisfactory Test Scores and Remedial Coursework: Accepted applicants who obtained a satisfactory TOEFL or SAT or ACT score, but who experience language difficulties in their studies at PBU, may be required to enroll in remedial courses in order to strengthen their English language skills.

SPECIAL APPLICANT CATEGORIES

F-1 Reentrants: F-1 students who transferred out of or withdrew from PBU and who wish to apply for readmission into PBU must submit an “Application for Readmission,” with application fee, and an International Financial Aid Form (IFAF), to the International Office. Reentrants who have not attended PBU for more than one semester must also submit an updated Pastor’s Reference form. *PBU reserves the right to require applicants to provide additional applicant information as deemed necessary by the International Office.*

F-1 Transfer Students: International applicants presently studying as F-1 students in the U.S. and wishing to transfer to PBU must apply for admission in the same manner as international applicants living outside of the U.S. F-1 applicants whose pre-application is approved must also submit a PBU “Request for F-1 Transfer Information” form to the International Office from the previously-attended U.S. institution. The designated school official (DSO) of that institution should return this form directly to the PBU International Office.

Applicants for the PBU Teacher Education Program: International applicants for the PBU Teacher Education Program must sign the “Understanding Pennsylvania Teacher Certification” form in order for their application to be complete.

International Applicants and Reentrants Bearing Other Immigration and Naturalization Service (INS) Statuses: International applicants presently residing in the U.S. who bear a nonimmigrant INS status other than F-1 should consult with the PBU International Office. The International Office advises prospective applicants regarding the INS regulations pertaining to their intention to study as full-time students at PBU.

REQUIRED HEALTH INFORMATION

All international applicants must have a certified medical doctor complete the PBU Health Form. This original, completed health form must be mailed to the PBU International Office (faxes are not accepted). *Philadelphia Biblical University is not able to accept applicants who do not submit a health form which meets PBU health standards.* The following immunizations and medical tests must be updated in order for the PBU health form to be approved.

Measles, Mumps, Rubella (MMR): Applicants who were born after 1956 should have received the first MMR when 12 months of age. All applicants must also have received a second booster after 1980 in order to be regarded as fully immunized.

Polio: Applicants should have received three childhood vaccinations and a recent Polio booster.

Diphtheria, Tetanus, Pertussis (DTP): Applicants should have received three childhood Diphtheria, Tetanus, and Pertussis vaccinations. A Tetanus booster must have been received within ten years of application to PBU.

Mantoux TB Test: This test or chest x-ray must be administered within one year of the starting date for which applicants are applying.

Hepatitis B: PBU strongly recommends that international applicants receive a Hepatitis B immunization.

After submitting an original health form, applicants will be notified of any deficiencies remaining in the health information. International applicants may be required to obtain additional boosters or tests before being considered for acceptance into PBU.

FINANCIAL AID AT PHILADELPHIA BIBLICAL UNIVERSITY

Philadelphia Biblical University offers both academic scholarships and need-based grants, as well as on-campus student employment to qualified international students. The maximum PBU need-based grant is 50% off tuition, while the maximum PBU academic scholarship is 75% off of tuition. The maximum combined total of academic scholarship and need-based grant for applicants is 75% off of tuition. In order to be considered for admission and for financial aid international applicants need to fully complete the International Financial Aid Form (IFAF) and submit the documentation requested. Although eligible for the above institutional scholarships and grants, international students normally do not qualify to receive financial aid from U.S. Federal and State grant and loan programs. Philadelphia Biblical University scholarships and need-based grants are not available to students at the PBU Wisconsin Wilderness Campus.

Qualifying for Academic Scholarships: Academic scholarships at Philadelphia Biblical University are offered on a competitive basis. Award criteria are based on the Grade Point Average (GPA) of applicants'

previous academic work and on the strength of additional application materials submitted. Please refer to the following chart for an overview of specific academic scholarship criteria:

GPA REQUIREMENTS	ACADEMIC SCHOLARSHIP (% off of tuition)
3.6 OR HIGHER	75
3.4	55
3.2	40
3.0	30

Maintaining Eligibility for Academic Scholarships: Accepted international applicants receiving academic scholarships must maintain the following Grade Point Average (GPA) levels during their studies at PBU in order to keep receiving academic-based financial aid. The academic records of students who were offered academic scholarships at the time of admission are reviewed at the end of each school year in order to determine eligibility for continued financial aid.

<u>Scheduled Evaluation of Academic Progress</u>	<u>Required Minimum GPA to Keep Academic Scholarship Level Indicated Below</u>			
	(Note: students whose original GPA has decreased at the time of evaluation receive the level of scholarship corresponding to their new GPA)			
	75% scholarship	55% scholarship	40% scholarship	30% scholarship
After accumulating 24 credits	3.6 GPA	3.4 GPA	3.2 GPA	3.00 GPA
After accumulating 48 credits	3.6 GPA	3.4 GPA	3.2 GPA	3.00 GPA
After accumulating 72 credits	3.6 GPA	3.4 GPA	3.2 GPA	3.00 GPA
After accumulating 100 credits	3.6 GPA	3.4 GPA	3.2 GPA	3.00 GPA
After accumulating 128 credits	3.6 GPA	3.4 GPA	3.2 GPA	3.00 GPA

Students desiring continued financial aid must pass a minimum of 67 percent of the cumulative number of credit hours attempted. Personal consideration may be made in cases where hardship, illness or extenuating circumstances cause a minor deviation from the above standard. Withdrawals from courses and / or from the University during the established drop/add period are not counted toward quantitative progress. A student whose GPA decreases is eligible only for the academic scholarship amount corresponding with the new GPA. If a student loses eligibility due to this policy, reinstatement of aid is made once the student again reaches the required GPA minimum.

Qualifying for Need-Based Grants: Need-based grants at Philadelphia Biblical University are based on the EFC (Expected Family Contribution) of applicants. The International Office considers family support, as well as that of private, organizational and governmental sponsorship, in determining the final EFC. Potential on-campus employment earnings may also be included in the EFC total. In limited cases, need-based grants may be awarded on the basis of documented remaining financial need after projected on-campus employment earnings and academic scholarship awards, instead of on the EFC. Please refer to the following chart for an overview of specific need-based grant criteria:

EFC (Expected Family Contribution) (EFC in USD)	NEED-BASED GRANT (% off tuition)
0 - 3100	50
3101 -4500	45
4501 - 6000	40
6001 - 7000	35
7001 - 8000	30
8001 - 9000	25
9001 - 10000	20
10001 - 12000	15
12001 OR HIGHER	10

Maintaining Eligibility For Need-based Grants: Accepted international applicants receiving need-based grants must maintain the following Grade Point Average (GPA) levels during their studies and must complete the International Financial Aid Form (IFAF) each year in order to be considered for continued need-based grants. The academic records of students who were offered need-based grants at the time of admission are reviewed at the end of each school year in order to determine eligibility for continued financial aid.

<u>Scheduled Evaluation of Academic Progress</u>	<u>Required Minimum GPA to Keep Need-Based Grant</u>
After accumulating 24 credits	1.00 GPA
After accumulating 48 credits	1.50 GPA
After accumulating 72 credits	1.80 GPA
After accumulating 100 credits	1.90 GPA
After accumulating 128 credits	1.90 GPA

Students desiring continued financial aid must pass a minimum of 67 percent of the cumulative number of credit hours attempted. Personal consideration may be made in cases where hardship, illness or extenuating circumstances cause a minor deviation from the above standard. Withdrawals from courses and / or from the University during the established drop/add period are not counted toward quantitative progress. If a student loses eligibility due to this policy, reinstatement of aid is made once the student again reaches the required GPA minimum.

On-Campus Employment: International students holding F-1 status may request to work on campus. A student holding F-1 status may work only part-time (20 hours or less per week) during academic semesters (Fall and Spring) and may work full-time (over 20 hours per week) during semester breaks. International students who hold F-1 status can potentially earn a maximum of \$7,000 USD a year working full-time during semester breaks and part-time during the rest of the year. However, final earnings depend on the availability of on-campus jobs, the specific work schedules chosen by students and / or their employers, and the U.S. Federal and State taxes deducted from each bi-weekly paycheck.

CERTIFICATION OF FINANCIAL SUPPORT

Since Philadelphia Biblical University is unable to provide full scholarship or grant support to any applicant, international applicants are encouraged to begin planning early on how to fund studies at PBU. The International Office annually issues an overview of F-1 student expenses which provides estimates of academic and living expenses for studies at PBU.

Due to restrictions defined by U.S. Federal Law, Philadelphia Biblical University is unable to accept international applicants as F-1 students who lack funding sufficient to cover the entire period of proposed study. PBU may include documented financial resources of applicants and their sponsors, as well as scholarship aid and on-campus employment, in determining the ability of applicants to fund their studies.

Financial Sponsorship: Applicants lacking sufficient funds over and above PBU financial aid are encouraged to locate financial sponsor(s) who are willing to assist in paying expenses connected with

studies at PBU. International applicants are responsible for locating their own financial sponsors.

Transportation and Fees: Accepted international applicants are responsible for arranging and funding their own transportation to and from the United States and PBU.

Required PBU Matriculation Deposit: All international applicants who have received a letter of acceptance into a specific PBU program of study and who still wish to study at PBU must pay a matriculation deposit. The amount of the matriculation deposit depends on the campus to which the applicant has been accepted and is outlined below:

<u>PBU Campus</u>	<u>Matriculation Deposit</u>
Langhorne Main Campus	\$ 150 USD
Wisconsin Campus	\$ 200 USD

\$100 USD of the matriculation deposit (\$150 USD for the Wisconsin Campus) is applied directly to the first semester tuition bill. \$50 USD of the deposit is a dormitory key deposit. This key deposit is required at the beginning of students' dormitory stay for the year and is refunded to students after the return of their dormitory key at the end of each academic year.

Paying the Matriculation Deposit and Issuance of the Form I-20: Accepted international applicants must pay a matriculation deposit to PBU before arriving to study and before being issued a Form I-20. International applicants should send the matriculation deposit only after receiving an acceptance letter from PBU. *Please note that a Form I-20 will be issued to accepted international applicants only after this matriculation deposit has been received at Philadelphia Biblical University.* When paying the matriculation deposit, international applicants normally have two options: 1) wiring the matriculation deposit to PBU; or 2) mailing the matriculation deposit to PBU. Applicants and / or their sponsors who are already living in the U.S., however, may also pay the deposit in person at the PBU Langhorne Campus Accounting Office.

Wiring The PBU Matriculation Deposit: Accepted applicants may wire the deposit to: PBU Account #0111-34615-1, ABA 031913438, Union National Bank, Broad and Main St. Souderton, PA 18964 USA. *Note: Wiring origination and receiving fees may be charged by the financial institutions which send and receive the wired funds and will be deducted from the wired funds. Any unpaid application fees will be deducted from the wired funds. All wiring fees and application fees are non-refundable. Applicants are responsible for wiring sufficient funds to cover both the matriculation deposit and wiring fees.* Applicants who choose to wire the matriculation deposit should fax a completed "Notification of Intent" form to the PBU International Office (FAX: (215) 702-4248).

Mailing The PBU Matriculation Deposit: Accepted applicants may choose to send a bank check or personal check by mail to: International Office, Philadelphia Biblical University, 200 Manor Avenue, Langhorne, PA 19047-2990 USA. Applicants should also enclose a completed "Notification of Intent"

form with this check. Please note that mail service difficulties in some countries may delay the receipt of this fee at PBU and may consequently delay the issuance of a Form I-20.

Matriculation Deposit Refund Policy: PBU will apply the matriculation deposit to the next semester, but no longer than the application grace period, for accepted applicants who were not granted a visa at the U.S. Embassy. *PBU reserves the right to require additional applicant documentation within the application grace period as a condition for applicants wishing to apply their matriculation deposit to the next semester.* PBU will refund the deposit (*minus any previous wiring and unpaid application fees*) to accepted applicants who do not wish their deposit to be applied to the next semester. Applicants who wish to withdraw their application and receive a matriculation deposit refund should submit the request to the PBU International Office. *PBU is unable to refund the matriculation deposit of accepted applicants who entered the U.S. with a PBU Form I-20 but who did not register for classes at PBU.*

Non-Paying Accepted Applicant Policy: International applicants who were accepted into PBU but who did not pay the matriculation deposit within the application grace period are not guaranteed acceptance into PBU for subsequent semesters. *PBU reserves the right to require additional applicant documentation within the application grace period as a condition for reconsidering their application for admission.* Non-paying accepted applicants whose application grace period has expired must reapply in order to be considered again for admission into PBU.

On-Campus Student Employment at PBU: PBU often offers, but does not guarantee, on-campus employment for international students. For this reason the International Office encourages international applicants to initially plan to fund their studies at PBU using assured funding sources other than that of on-campus employment.

Dependent Expenses: Please note that dependents of F-1 students (referred to as F-2 dependents) are not allowed to work while in the U.S. As a result, international applicants wishing to be accompanied by their dependents must show sufficient additional financial support to care for them during the duration of full-time studies at PBU. *Please note that PBU does not offer married student housing at any of its campuses.*

PBU APPLICATION PROCESSING

International applicants are responsible for submitting all application materials, including the non-refundable application fee of \$25 USD, references, official transcripts, transcript evaluations (when required), official TOEFL or SAT or ACT test results, health form, and International Financial Aid Form (IFAF) with supporting documentation to the PBU International Office within the PBU application grace period.

Common Reasons for Processing Delays: Common delays in the processing of international applications result from late TOEFL or SAT or ACT test registration and unsubmitted application fees and documentation (e.g. IFAF and supporting documentation, health form, official test transcripts, and official transcript evaluations), mail disruptions, and difficulties with U.S. Embassy visa appointment scheduling.

International applicants are therefore advised to plan their application to PBU in advance, for example, by registering early for standardized tests, locating sources of financial support, and by sending application documents via registered mail to ensure its receipt at PBU.

Notification of Acceptance / Denial: Each application receives its final evaluation for acceptance / denial after all application materials have been received by the PBU International Office. While actively seeking to attract a broad pool of international applicants, PBU does not automatically guarantee applicants acceptance into PBU simply based on the submission of a complete application. Applicants are notified of final admissions decisions after all application materials have been fully reviewed. *The PBU International Office permanently deactivates files of international applicants who are denied admittance into PBU. As a result, applicants who are denied admittance must reapply in order to be considered again for admission into PBU.*

CONTACTING PBU

Traditional Undergraduate Programs: We are pleased that you have expressed interest in undergraduate studies at PBU. You may send completed Undergraduate Applications for Admission, as well as other correspondence regarding PBU Traditional Undergraduate Admissions, to the PBU International Office.

International Office

**Philadelphia Biblical University
200 Manor Avenue
Langhorne, PA 19047-2990 USA**

E-mail: intl-office@pbu.edu
Phone: (215) 702-4258
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