

SIUE Application Process Guide for International Students

International students interested in attending Southern Illinois University Edwardsville should take the following steps to gain academic approval for admission to the university and to receive the immigration document needed to apply for a student visa.

Requesting Academic Approval for Admission:

All students should apply on line. You may upload required documents into the application self-service system. In order to provide applicants with timely information, unofficial documents are accepted for initial review of the application. If approved, the applicant will need to send official documents directly to SIUE before being fully admitted to the university and receiving an I-20.

1. **Choose the correct application:** Go to www.siu.edu/apply and choose the correct level of study – International Undergraduate (Bachelor’s), Graduate (Master’s) or Doctoral – the academic term you plan to start your education and/or program of study from the drop down lists.
2. **Create an account:** Applicants need to choose a username and password. A valid e-mail is required for verification purposes. This should be the student’s personal e-mail account. Please be sure to check your junk e-mail if you do not receive the verification e-mail promptly.
3. **Complete the application and pay the application fee:** Answer all of the questions in each tab of the application and click “Submit Application” on the last tab. This does not mean that the application is complete, as you will be able to return and upload documents later. The next screen will ask for payment of the \$40 application fee with a valid credit card or by wire transfer.*
4. **Upload a scanned copy of all required documents:** Academic transcripts, English language proficiency test scores (TOEFL, IELTS, etc.), and any other documents required by the academic department should be scanned and uploaded into the self service center, accessed by clicking on the “Continue or Review Status of Application” from the [Apply website](#). Only documents required by the academic department can be uploaded. Official documents are not required until after the initial review of the application. (However, if a student does not have unofficial copies, official documents must be sent from the degree granting institution or testing service at this time.)
5. **(Optional) E-mail any supplemental materials:** If a student wishes to provide additional supporting documents (e.g., statement of purpose, GRE scores, etc.) that are not requested in the self-service center, these documents can be e-mailed to SIUEapps@siue.edu. Please include the applicant’s full name and intended program of study in the e-mail. The admissions staff will attach these documents to the application for the academic department to view them during the application review process.

***Important Note:** SIUE will offer an application fee waiver to students working with our recruitment partners for Fall 2018 applications. To receive this fee waiver, the student must sign an **Information Release Form** acknowledging their association with the recruitment agency, and send it via e-mailed to SIUEapps@siue.edu.

When all requirements are complete, the applicant will receive an e-mail indicating that the application is currently under review. For applications to the graduate school, please allow approximately two weeks for the academic department review to take place. The applicant will receive a decision by e-mail with instructions regarding steps required for full admission.

SIUE Application Process Guide for International Students

Finalizing your Admission and Requesting an I-20 for your Student Visa:

If you are approved for admission, you will be notified by e-mail. The next steps are:

1. **Provide an official transcript:** Transcripts should be sent to SIUE directly from the degree granting institution (not the student). Official transcripts from U.S. schools can be sent electronically from the institution to etranscripts@siue.edu or by mail. Institutions outside the U.S. must send them to:

SIUE Office of Graduate and International Admissions
70 Hairpin Drive, Rendleman Hall Room 1207
Edwardsville, Illinois 62026-1047 USA.

If your institution will not send your transcript directly, you must send an official copy, signed and stamped by the Registrar or school official and placed in a sealed and stamped envelope. SIUE will also accept transcripts attested by an [EducationUSA](#) office in your country.

2. **Complete the on-line application for your I-20 or DS-2019.** Students will receive a link to this application via e-mail. This application will ask for information needed to demonstrate the financial support necessary to attend the university. The application includes a fillable .pdf *international student financial form* (see next step). The form will list the exact amount of funding required to finance your education and living expenses. This amount must be available to receive your student visa. Scholarships, assistantships, and other forms of financial support will be deducted from the amount required.
3. **Upload the complete and signed international student financial form and supporting documents.** Please print the financial form, complete and sign. Both the student and the student's financial sponsor (e.g., a parent or relative) must sign the form. Along with the complete form, students must upload a copy of an original bank statement signed or stamped by a bank official that shows sufficient funds available. Make sure your scanned copies are readable.

Important Note: You must bring the original documents with you to SIUE when you arrive to begin classes. *Original financial documents may be mailed together with the official transcripts in one package if the transcript is not sent directly by the degree granting institution.*

Once our office receives and reviews the official transcripts and financial documents, we will generate an I-20 and a copy will be sent to the student. The student should verify the information shown on the I-20 for accuracy. Once verified, the I-20 will be sent via express mail to the address provided by the applicant. The student should bring this I-20 along with any other required documentation to their visa interview at the U.S. consulate or embassy.

Transfer Students: If you are currently in the U.S. on a student visa and wish to transfer your immigration status to SIUE, please visit www.siue.edu/iss/f-1-students/transferring.shtml for specific instructions regarding how to transfer your SEVIS record to SIUE.

For any questions regarding the application process, please contact the SIUE International Admissions team at intladm@siue.edu.