

## International Admissions Process for First-Year Applicants

### STAGE ONE: Submit application

#### 1. [Complete online application](#)

- Use the dropdown in the status portal to upload materials

#### Application Status for International Test

If you need to contact us regarding your application, provide your name and this reference number: 411765114.

##### Status Update

New updates to your application were posted January 31, 2023.

[View Update >>](#)

##### Verify Address

We have your addresses listed as follows:

###### Mailing Address

SW1A 1AA  
London, United Kingdom SW1A  
United Kingdom

[Edit Addresses](#)

###### Permanent Address

SW1A 1AA  
London, United Kingdom SW1A  
United Kingdom

##### Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

[Choose File](#) No file chosen [Upload](#)

- Copy of passport
- Secondary transcripts (this refers to the academic record from your most recent institution).
  - Depending on your country of origin you may be required to upload [additional documents](#).
- English proficiency score
  - Accepted tests & scores effective Spring 2026 onward

	TOEFL (paper)	TOEFL (online)	IELTS (academic)	TOEIC	Duolingo	CEFR	ELLT	PTE (academic)	SAT (total score)
Full Graduate admission	550	79+	6.5+	750+	105+	C1	8.0+	58+	1120+
Full undergraduate admission	525	71	6.0+	700+	100+	B2-C1	7.0+	48+	1030+
Conditional admission: concurrent status*	480-524	54-70	5.0-5.5	600-699	90-95	B2**	6.0+	42-47	960-1020
Conditional admission: full-time ELL	479 or lower	53 or lower	4.5 or lower	599 or lower	85 or lower	B1 or lower	5.0 or lower	41 or lower	950 or lower

Revised on 8/8/2025, effective Spring 2026

\* Concurrent status allows enrollment in ELL & approved undergraduate classes

\*\* Subject to a Duolingo placement test upon arrival

\*Concurrent status not available for graduate students.

### STAGE TWO: Application evaluation

Your transcripts will be sent to our transcript evaluator for review and grade point average (GPA) calculation, at no cost to you. Evaluations will take a minimum of 5-7 days. In your admissions portal you will see *OIPD Transcript Evaluation*. This requirement will remain blank until the transcript evaluation has been completed. You do not need to submit any additional documents while the evaluation is being completed. Once our office receives your report, it will be uploaded into your admissions portal.

### STAGE THREE: Scholarship evaluation

Admissions decision will be made and academic merit scholarships will be awarded based on GPA. Other scholarships will be awarded if eligible.

### STAGE FOUR: Accept your offer

1. Student logs into [admissions portal](#) to formally accept admissions offer.
  - a. At the bottom of your portal, you will see the 'International Admissions Reply Form', click those words

#### Forms

Required

International Admissions Reply Form

- b. There will be a new page, here you will hit 'I ACCEPT my offer of admissions' and click 'Submit'

### International Admissions Reply Form

International Test (rdouglas@stmartin.edu)

Graduate Program

Not International Test? Click here.

#### Reply to Offer of Admissions

Do you accept the offer of admissions?

☒ I ACCEPT my offer of admissions


☐ I DECLINE my offer of admissions

Submit

Cancel

2. Student pays \$200 enrollment deposit via Flywire
  - a. You will see a new section on your portal, saying there is a payment due. Click the 'Submit Payment for 200.00 USD' words

Payment Due: 200.00 USD

 Awaiting

Enrollment Deposit (International) - Submit Payment for 200.00 USD

- b. You will be taken to the Flywire website where you will complete payment

### STAGE FIVE: Visa process

1. Saint Martin's sends Declaration of Finances document. Student completes document and returns it along with bank statements showing enough funds to pay for education.
2. Saint Martin's issues the I-20 document.
  - a. Students should carefully read this document and confirm their personal information is correct.
3. Student [pays i-901 fee](#) and makes visa appointment with [local US Embassy/Consulate](#).  
Students should bring with them to the visa interview hard copies of their:
  - a. Form I-20 for Saint Martin's University
  - b. Valid passport
  - c. Financial documents
  - d. Letter of admission from school
  - e. SEVIS I-901 fee receipt
  - f. Scholarship offer letter (if applicable)
  - g. Any other supporting documents

#### **STAGE SIX: Last steps to before arrival**

Once visa received, log into [admissions portal](#) and complete the following documents:

- h. Housing application
- i. Upload immunization records
- j. SMU email account set-up
- k. Complete [airport pick up form](#)