

## International Admissions Process for First-Year Applicants

### STAGE ONE: Submit application

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

- a. 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

###### Permanent Address

SW1A 1AA  
London, United Kingdom SW1A  
United Kingdom

[Edit Addresses](#)

##### 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.

No file chosen

- i. Copy of passport
- ii. Secondary transcripts (this refers to the academic record from your most recent institution).
  1. Depending on your country of origin you may be required to upload [additional documents](#).
- iii. English proficiency score
  1. Accepted tests:

	TEOFL PBT	TOEFL- iBT	IELTS	TOEIC	PTE	GTEC CBT	SAT (total)	ACT (composite)	Duolingo
Full Grad Admission	550	79	6.5	750	n/a	1181	n/a	n/a	100
Full UG Admission	525	71	6.0	700	48	1126	1030	20	95
Conditional Admission: Concurrent Status*	480-524	54-70	5.0-5.5	600-699	42-47	1001-1125	960-1020	18-19	90-95
Conditional Admission: Full-time ESL	479 or lower	53 or lower	4.5 or lower	599 or lower	41 or lower	1000 or lower	950 or lower	17 or lower	89 or lower

\*Concurrent status not available for graduate students.

2. If you are from **one of the following countries where English is recognized as the official language, you do not need to provide proof of English proficiency.**

Anguilla	Christmas Islands	Ireland	Samoa (Western)	Tanzania
Antigua and Barbuda	Grand Cayman Islands	Jamaica	Seychelles	Trinidad & Tobago

Australia	Dominica	Kenya	Sierra Leone	Turks & Caicos Islands
Bahamas	Falkland Islands	Liberia	Singapore	Uganda
Barbados	Fiji	Malawi	Solomon Islands	United Kingdom
Belize	Gambia	Mauritius	South Africa	United States
Bermuda	Ghana	Montserrat	St. Kitts and Nevis	Vanuatu
Botswana	Gibraltar	New Zealand	St. Lucia	Vatican City
British Virgin Islands	Grenada	Nigeria	St. Vincent & the Grenadines	Zambia
Canada	Guyana	Philippines	Swaziland	Zimbabwe

### 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](#)