

International Graduate Student Admissions Timeline

STEP 1

Pre-Admission Application

| **Student Deliverable:** Initial Application Submission

| **Outcome:** Slate "Admissions tab" created with admissions checklist

- ◆ Students new to the US follow the primary path (A) only
- ◆ Transfer students follow the primary path AND secondary path (B) for SEVIS compliance

Questions please email: Joshua Behnken: joshua.behnken@sbuniv.edu

STEP 2

Stage 2A: Initial Document Collection

| **Student Deliverable:** Submit via email or portal

- ◆ Proof of Funding, totaling \$22,450 before scholarship award(s)
- ◆ Unofficial Transcripts of last degree earned
- ◆ Copy of Passport

| **Outcome:** Documents reviewed and approved by the admissions team

Stage 2B: Transfer Requirements

| **Student Deliverable:** Submit via email or portal

- ◆ Previous I-20 (optional, helps with issuing I-20)
- ◆ Current Visa (optional, helps with issuing I-20)
- ◆ Confirmation of future SEVIS transfer process
- ◆ Proof of Funding, totaling \$22,450 before scholarship award(s)
- ◆ Unofficial Transcripts of last degree earned
- ◆ Copy of Passport

| **Outcome:** Transfer documents reviewed and approved

STEP 3

Admission Decision (24 Hr Turnaround After Receive All Documents)

| **Outcome:** Student admitted & receives acceptance letter

STEP 4

Stage 4A: Pre-I-20 Requirements

| **Student Deliverables for I-20:** Submit via email or portal

- ◆ [Financial Affidavit](#) submitted by student, or by sponsor
- ◆ [Intent to Enroll Form](#)

| **Outcome:** Requirements completed and approved

Stage 4B: Sevis Transfer Process

| **Student Deliverables for I-20:** Submit via email or portal

- ◆ [SEVIS Transfer Request](#) PDF sent to previous university (student must confirm with DSO)
- ◆ [Financial Affidavit](#) submitted by student, or by sponsor
- ◆ [Intent to Enroll Form](#)

| **Outcome:** SEVIS Request Transferred

STEP 5

I-20 ISSUANCE (24 Hr Turnaround After Receive All Documents)

Joshua Behnken sends internal request to DSO: joshua.behnken@sbuniv.edu

Levi Fox, DSO Generates I-20: lfox@sbuniv.edu

| **Outcome:** I-20 issued for visa application

STEP 6

Enrollment & Final Documentation

Dr. Kenneth George ensures STEM students are enrolled: kenneth.george@sbuniv.edu

Dr. Levi Bridge must be notified of I-20 issuance for MBA students ready for enrollment: lbridge@sbuniv.edu

Joshua Behnken requests transcripts and ensures students onboarded

| **Student Deliverable:** Initial Application Submission

- ◆ [Official Transcripts Requested](#)
- ◆ [Information about classes](#)
- ◆ [IT set up and ready to go](#)

| **Outcome:** Enrollment in classes and onboarded to University system & program advisor