

# PROCEDURES TO APPLY FOR ADMISSION

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- Complete the Common Application First-Year (<http://www.commonapp.org/>) or Transfer application (<http://apply.commonapp.org/login/>), the SPU First-Year Application or Transfer Application (<http://spu.edu/apply/>), or the SPU Nursing Application (<http://spu.edu/apply/>), and submit it to Undergraduate Admissions along with the \$50 nonrefundable application fee.
- Provide copies of transcripts/academic records/mark sheets and (when you have completed a degree) diplomas or leaving certificates from all secondary schools, colleges, and universities attended.
  - Applicants should consult with Admissions staff for information about the required documents and procedures for their specific country.
  - Unofficial copies are acceptable for admission purposes; however, SPU will require official documents before issuing immigration paperwork and allowing class registration.
  - All official documents must have the official stamp or seal from the issuing institution and must be sent directly by the school or authority (depending on the country) to SPU in a sealed envelope, or via third-party secure electronic document service to [application@spu.edu](mailto:application@spu.edu).
  - Documents must be in English or accompanied by official English translations.
- If you have completed more than 45 transferable university-level quarter credits or 30 transferable semester units at the time you apply to SPU, you will not be required to submit your transcripts from secondary school.
- SPU does not require financial documentation as part of the application process. However, if you are offered admission, and to satisfy visa-application requirements, you will be required to document adequate funds to cover your educational and living expenses for at least your first year of study at SPU. Note: While international students are eligible to be awarded SPU merit scholarships, federal financial assistance is available only to U.S. citizens and permanent residents.
- International students are not required to submit scores from SAT/ACT exams. However, scores do enhance an application, and students presenting sufficiently high reading and writing scores may be exempted from the English proficiency test requirement (<https://catalog.spu.edu/undergraduate/admissions/applying-international-student/english-proficiency-requirement/>).