

# Subiaco Academy

## Admissions Procedure Checklist



Name \_\_\_\_\_ Date \_\_\_\_\_

*In applying for admission to Subiaco Academy, the following items are among those needed for the applicant's file. An "X" or a "✓" in the box indicates the requirement has been met.*

- 1) **Application for Admission Form** - Properly completed application form including activities page.
- 2) **Recent photograph of applicant** – Required for application (digital photos sent by email are fine).
- 3) **Application Fee** - This fee, in the amount of \$50.00, should accompany the application.
- 4) **Essay** – Written by student's own hand in black ink.
- 5) **Official Transcript of Grades** (or grade reports from the last two (2) to three (3) years) **and**
- 6) **Standardized Testing** (If available) – These records can be provided by the applicant's current school. A request form is included with this application for that purpose.
- 7) **Report Card** - In addition to the transcript, a copy of the applicant's most recent report card is also needed.
- 8) **Recommendations** - Three references are required from
  - the applicant's school **Counselor**;
  - his most recent **English teacher**; and
  - his most recent **Math teacher**.
 Each is to complete one of our Recommendation Forms and return it directly to the Admission Office. (This can be done via mail, fax or email. A digital version of this form is available on our website.)
- 9) **Physical Examination Form** - Our Physical Examination Form must be completed by the applicant's physician and returned to the Admission Office.
- 10) **Immunization Record** – A copy of the applicant's immunization record is to be sent to the Admission Office.

### Domestic Students Only

- 11) **Pre-enrollment Campus Visit**, - An appointment to visit our campus is arranged through the Academy Admissions Office. The Placement Exam and Interview can be conducted at that time.
- Placement Exam**
- Interview**

### International Students Only

- 12) **Skype Video Interview** - This replaces the visit, exam and interview for international applicants.
- 13) **International students** are required to show English proficiency via test scores from one of the following **TOEFL (iBT), TOEFL CBT or TOEFL PBT** [TOEFL = Test of English as a Foreign Language] or the **IELTS** [IELTS = International English Language Testing System]– information for TOEFL can be found on the website: [www.toefl.org](http://www.toefl.org) and for IELTS at [www.ielts.org](http://www.ielts.org). Only for students applying for the 7<sup>th</sup> or 8<sup>th</sup> grade the **SLEP** (Secondary Level English Proficiency) test is also accepted. The SLEP website is; [www.ets.org/slep](http://www.ets.org/slep).
- 14) **Copy of current passport** – a scanned copy sent by email is preferred.
- 15) **International Students** – who are not U.S. citizens, who do not have a Green Card (legal residency) and who accept an invitation to enroll – must meet the requirements set by the U.S. Department of Homeland Security before we can issue the I-20 form required to obtain the necessary F-1 visa. This includes:
  - Statement of Financial Support**
  - Official bank statement/document** translated into English and U.S. currency.

**INSTRUCTIONS:** In order for the application to be processed, it must be completed and sent by mail, fax or email along with the \$50.00 application fee to:

Subiaco Academy  
405 North Subiaco Avenue  
Subiaco, Arkansas 72865-9798

FAX: 479-934-1033  
e-mail: [admissions@subi.org](mailto:admissions@subi.org)

or you may apply by completing the application form online under the "Admissions" tab at: [www.subiacoacademy.us](http://www.subiacoacademy.us).