

ST. BEDE ACADEMY BOARDING PROGRAM PROCESS

Students applying to the St. Bede Academy Boarding Program are required to complete all the steps, documents and forms listed below. All forms and required documents **must be in English**. Please check off each item in Steps 1 & 2 as you complete them. Forms can be found at: <https://www.st-bede.com/boarding-international>

STEP 1

Interest, Boarding Application, Transcript & iTEP/TOEFL Scores should be emailed to Dean of Residential Programs, Marcia Wagner at mwagner@st-bede.com.

- **Interest & Inquiry** – Email Dean of Residential Programs, Marcia Wagner at mwagner@st-bede.com
- **Boarding Application** – Complete and submit with a copy of your Passport page that states your name to Dean of Residential Programs, Marcia Wagner at mwagner@st-bede.com
- **Transcripts (7th grade to your current grade)** – Submit by email to mwagner@st-bede.com then present official transcripts (7th grade to your current grade) when you arrive at St. Bede Academy
- **iTEP/TOEFL Scores** – Submit by email to mwagner@st-bede.com then present original when you arrive at St. Bede Academy

STEP 2

- **Face to Face Interview** – Online Skype interview scheduled by Marcia Wagner.

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- **Acceptance/Denial Letter** – If the prior five items are completed and approved you will be emailed your Acceptance or Denial Letter from Dean of Residential Programs, Marcia Wagner within 5 business days.
 - **Student Tuition and Fee Invoice** – Issued by email.
 - **I-20** – Sent to you by FedEx with your Acceptance Letter upon receipt of the Total Due or Deposit to hold your place in boarding house
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STEP 3

Forms should be emailed to Dean of Residential Programs, Marcia Wagner at mwagner@st-bede.com

After receiving your Acceptance Letter and I-20 please print, complete and email the following forms to mwagner@st-bede.com by **July 15 or one month prior to arriving**. Present the original forms to the school office when you arrive at St. Bede.

- **State of Illinois Certificate of Child Health Examination (2 pages)**
- **State of Illinois Eye Examination Report (2 pages)**
- **Required Signatures Form**
- **1:1 Student/Parent Google Chromebook Agreement Form**
- **Acceptable Use Policy for the Use of Computers and Telecommunication**
- **Screening for Drug Usage Consent Form**
- **Consent to Treat Form**
- **Personal Medical History Form**

STEP 3

After you arrive at St. Bede Academy present the original required forms from Step 1 and the following items to the school office. A copy of your I-20 & Passport will be made for your school file and the original returned to you.

- **I-20 / Passport / Visa / Official Transcripts (7th grade to current grade) / iTEP/TOEFL Scores**