

ADMISSIONS INFORMATION

ADMISSION POLICY

When all required information and fees have been received by the Office of Admissions, the application will be reviewed by the Admissions Committee. The Admissions Committee will notify the applicant of its decision within 10 business days. An approved student application to Reformed University is valid for one year from the date of approval.

All Applicants must submit the following information and agreements at the time of application for admission without any exceptions:

- Enrollment Agreement, signed and dated
- Student Disclosure Agreement, signed and dated
- Statement of Faith, signed and dated

UNDERGRADUATE DEGREE PROGRAM APPLICANTS

must submit the following:

- An application form completed in full for the program for which you seek admission;
- Enrollment Agreement
- Non-refundable application fee
- Proof of high school graduation or equivalency is required (i.e. a certified copy of high school diploma, transcript or GED certificate)

PROOF OF HIGH SCHOOL COMPLETION REQUIREMENTS FOR ADMISSIONS

Proof of high school completion is required for your application to be processed. For admission, proof can be in the form of one of the following:

- official high school transcript from a state approved high school
- copy of a United States High School Diploma from a state approved high school
- High School Equivalency Transcript (GED/TASC Test Scores)
- official transcript from a U.S. regionally accredited college or university showing conferral of an associate degree.

Official high school transcripts must be sent directly from the issuing institution by:

- **Mail: 1724 Atkinson Rd NW, Lawrenceville, GA 30043**
- **Email: admins@runiv.edu**
- A copy of a high school diploma may be submitted by the student; however, not all submissions will meet the requirement and additional proof may be requested.

HIGH SCHOOL FROM NON-U.S. INSTITUTIONS

If your high school education is from a country other than the United States, that credential must be evaluated by a member organization of the National Association of Credential Evaluation Services ([NACES](#)). We recommend either the general evaluation or grade evaluation for high school equivalency.

Please make sure to plan accordingly and review pricing, services, documentation requirements and the time it takes to prepare the evaluation report as each service differs. Evaluation reports must be submitted directly from an approved evaluation service to the university. Copies of evaluations sent by the student will not be accepted.

- High school documents must show the approval of the ministry of education.
- Transcripts must be in English.

HIGH SCHOOL CREDENTIALS FROM HOME-SCHOOLS OR OTHER PRIVATE SCHOOLS

Students who have completed their secondary education at a non-public school or home-school that:

- is not registered with the State Education Department;
- is not recognized, authorized or approved by the state educational entity in which the school is located to issue high school degrees;
- is not located in the state which the student resides,

MUST SUBMIT:

- A High School Equivalency Transcript (GED/TASC Test Scores), or
- a letter from the superintendent of the school district in which they studied attesting that such a program is substantially equivalent to a four-year high school program.

GRADUATE DEGREE PROGRAM APPLICANTS

must already possess a bachelor's degree (or its equivalent) from an accredited institution and must submit the following:

- a) An application form completed in full for the program for which you seek admission
- b) Enrollment Agreement
- c) Non-refundable application fee
- d) Official transcripts mailed directly to Reformed University of all college, university, or seminary records, showing all courses pursued, grades received, and degree(s) earned

INTERNATIONAL STUDENT APPLICANTS

For an international student to be able to study in the US, there is a well-defined procedure that must be followed. It includes following several required steps, such as taking tests, applying for admission, securing an I-20, getting an F-1 visa, and then doing the actual studies in the US. Since March 2017, Reformed University has been approved

and certified by the United States Immigration and Customs Enforcement to issue I-20s to qualifying international students who are admitted to study at Reformed University..

Applicants must submit the following documents in addition to the documents required for all applicants:

- Application form for international applicants
- Non-refundable I-20 application fee
- F-1 Student Proof of Financial Support
- F-1 Student Agreement
- Copy of passport and current visa
- Copy of high school diploma, GED certificate and/or accredited institution transcripts with certified English translation
- TOEFL iBT score of 60 or any equivalency to show the English proficiency (i.e., ESL certificate)
- Transfer Clearance Form (for Transfer-In students only)
- International Student Immunization Records form
- International Student Health Insurance Waiver form
- Financial Statement with Affidavit of Support

Please consult the Appendix to the Reformed University Catalog or speak to the International Student Advisor for complete information on international student admission.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Incoming initial-entry students (those who are not currently in the US) to the Bachelor of Arts in Business Administration (BABA) program must possess a Test of English as a Foreign Language Internet-based Test (TOEFL iBT) score of at least 60 or completed a nationally or regionally accredited English Language program in the U.S. in order to enroll at Reformed University. Applicants who do not have the required TOEFL score will be required to take the English Placement Test on campus. Reformed University does not currently offer English as a Second Language (ESL) classes.

*** English language proficiency test only waived for applicants from English language educational systems.**

- Applicants who have earned a high school or college degree from within the United States or completed at least a year of credit-bearing academic study at an accredited U.S. university.
- Applicants who primarily educated in the English-speaking countries/territories.

For all other information regarding International Students, please contact the office of admission at admins@runiv.edu.