

*Thank you for your interest in St. Edward's University. Our educational environment is friendly and personal, and our admission process operates the same way. Each application file is reviewed individually by our admission staff.*

*Our goal is to select students who are a good fit for our community, are capable of doing the academic work, and will contribute a unique perspective to the university. We look forward to working with you.*

*Warm regards,*



*Tracy Manier  
Dean of Admission*

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## POLICIES AND GUIDELINES

### DEADLINES

- Summer Session: May 1
- Fall Semester Priority Deadline: Feb. 1
- Fall Semester Final Deadline: July 1
- Spring Semester: Nov. 15

The type of admission you apply for depends on your credentials and educational goal:

**Readmission.** If you are a former St. Edward's University student who has not been enrolled in classes at St. Edward's for a full fall or spring semester, you must reapply for admission. If you have attended any other institution(s) of higher learning during that absence, all official transcripts of coursework must be sent to the Office of Admission, along with a completed application. Degree candidates who sit out for more than 36 months are bound by the *Undergraduate Bulletin* in effect when they re-enter. If you are a returning student who was dismissed for academic reasons, you must contact the associate vice president for academic affairs

at 512-448-8581 to request reinstatement. If you were dismissed for disciplinary reasons, you must contact the dean of students at 512-448-8425.

**Temporary students.** If you are enrolled in another four-year university, you may take courses at St. Edward's for one semester, provided you are in good standing at the college where you are regularly enrolled. You must send official college transcripts or a letter of good standing from your university.

**Postbaccalaureate.** You should apply as a postbaccalaureate student if you have earned a bachelor's degree, wish to apply for further study at the undergraduate level and seek the privileges of a degree-seeking student. You must send official college transcripts from each regionally accredited undergraduate college attended.

**Non-degree-seeking.** If you already have college credit and wish to pursue an educational objective other than a degree, you should apply as non-degree-seeking. You must send official college transcripts from each undergraduate college attended.

## WHAT DO I NEED TO SEND?

An application is reviewed after all items listed below have been received. You do not have to collect all materials before sending them. **We cannot return or copy application materials for you, so please keep a copy for your own records.** Please send us the following:

- Completed application form.
- \$50 application fee, which can be paid with a credit card, check or cashier's check. Applicants seeking readmission are not required to pay the \$50 fee.
- Official college transcript from every regionally accredited post-secondary institution attended, even if you did not earn credit or receive a course grade or if the course is nontransferable. Coursework from one college posted on the transcript of another will not satisfy this requirement. If you have earned a master's degree or higher, you may submit only the transcript from the institution awarding the graduate degree. Official transcripts must arrive at St. Edward's in an envelope sealed by the educational institution.
- Copy of your permanent resident card, if you are not a citizen but are a permanent resident of the United States.
- Major of study, and the school in which it is found, indicated in question 23. If you are undecided, indicate the school that most accurately reflects your strengths and interests, and then write "Academic Exploration Program" in the space marked "Intended major or certification." A list of majors for each school can be found in the *Undergraduate Bulletin* available online at [www.stedwards.edu/admission/returning](http://www.stedwards.edu/admission/returning). You can also learn about our majors at [www.stedwards.edu](http://www.stedwards.edu). If you are pursuing teacher certification, you should indicate the appropriate certification program and the desired major listed under the certification.

## GENERAL INFORMATION

Once we receive your application, we will email you login information that can be used at [myhilltop.stedwards.edu](http://myhilltop.stedwards.edu) to check your application status and see what may be missing. Please check your email inbox for a message from St. Edward's after you apply, and set up your spam filter to allow messages from the university.

In accordance with the Family Educational Rights and Privacy Act of 1974, matriculated students have access to their permanent records. If you are denied or decline our offer of admission, you are not provided such access. **Transcripts and records required of you for admission purposes become part of your permanent file and cannot be returned or copied.**

### Contact:

Office of Admission  
3001 South Congress Avenue  
Austin, Texas 78704-6489  
Phone: 512-448-8500 or 800-555-0164  
Fax: 512-464-8877  
[www.stedwards.edu](http://www.stedwards.edu)



SECTION A: Personal Information

- 1. Name: Last First Middle Preferred
If applicable, please provide maiden or any former names you have used:
2. Date of birth: Month Day Year 3. Male Female 4. Social Security number: - -
5. Mailing address: Number and Street City State Zip Code
6. Telephone at mailing address: Area Code Number 7. Cell phone: Area Code Number
May we text message you? Yes No
8. Email:
We send important information via email. Please provide an address you check regularly.
9. Permanent address (if different from above): Number and Street City State Zip Code
10. Telephone at permanent address: Area Code Number 11. Fax: Area Code Number
12. Race/Ethnicity\*:
Do you consider yourself to be Hispanic/Latino? Yes No
In addition, select one or more of the following racial categories to describe yourself:
American Indian or Alaska Native Asian Black or African-American
Native Hawaiian or Pacific Islander White
\*This information is collected for the purpose of providing aggregate data for internal and external reporting.
13. Religious affiliation (optional):
14. Primary language spoken at home: 15. Fluency in other languages (please specify):
16. Have you ever been convicted of or do you currently have charges pending against you for breaking any laws other than minor traffic offenses? This question must be answered.
Yes\* No \*If yes, please attach a description.

SECTION B: Enrollment Information

- 17. Are you applying as a: Returning SEU student Temporary student Postbaccalaureate Non-degree-seeking
18. Enrollment status: Full-time Part-time
19. Expected semester of entry: Fall Summer and continuing in Fall
Year: Spring Summer and non-continuing
20. Have you earned a bachelor's degree? Yes No A master's degree? Yes No
21. Residential preference: On campus Off campus 22. Are you seeking a St. Edward's University degree? Yes No
On-campus housing is limited.
23. Please indicate which major you are most likely to pursue. (Refer to the Undergraduate Bulletin, or go to our online listing at www.stedwards.edu/admission/returning and select "90+ Academic Programs" at the bottom of the page.)

School within St. Edward's (Example: School of Natural Sciences)

Intended major or certification

(For Education majors only) Desired major listed under the certification

24. a) In addition to your choice of major, please indicate if you will pursue any of the following pre-professional programs:  
 Pre-Medical    Pre-Dental    Pre-Engineering    Pre-Law    Pre-Physical Therapy
- b) In addition to your choice of major, please indicate if you will pursue certification in the Global Understanding Program, described in the **Undergraduate Bulletin**.    Yes    No

25. How did you first become familiar with St. Edward's University (friend, guidebook, graduate, etc.)?  
 \_\_\_\_\_  
 \_\_\_\_\_

26. Will you apply for financial assistance?    Yes    No   *(If yes, please submit your FAFSA.)*

27. Are you currently employed by St. Edward's University?    Yes    No

28. Do you plan to take advantage of our tuition remission program for employee dependents?    Yes    No

29. Do you plan to use Veterans Affairs educational benefits?    Yes    No

30. List any relatives who have attended St. Edward's and their relationship to you.  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION C: Residency Information** *(Please answer all questions; use "n/a" if the question does not apply to you.)*

31. Are you a U.S. citizen?    Yes    No   If no, of what country are you a citizen? \_\_\_\_\_

32. If not a citizen, do you hold permanent residence status (valid I-551) for the United States?    Yes    No   *(If yes, see question 33.)*

33. If yes, date permanent resident card\* issued: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_   Alien Registration number: A \_\_\_\_\_  
*\*Please enclose a copy of the card.*

34. Are you pursuing or under consideration for Deferred Action for Child Arrivals (DACA)?    Yes    No

**SECTION D: Education**

35. List below in chronological order, **beginning with the most recent**, all **colleges and universities** where you have taken courses for credit. Please do not abbreviate. Attach additional pages, if needed.

(St. Edward's requires an official transcript be sent directly from each institution. Transfer credit will be awarded only for work completed at the institutions you have listed below. Failure to disclose a complete academic record could result in dismissal from the university.)

School	City	State	Dates of attendance	Degree earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

36. Please list courses you are currently enrolled in and/or anticipate taking next semester at your current institution.

Fall semester	Spring semester	Summer session
_____	_____	_____
_____	_____	_____
_____	_____	_____

37. Why did you decide to apply or return to St. Edward's University?  
 \_\_\_\_\_  
 \_\_\_\_\_

38. Have you previously been suspended or dismissed from St. Edward's University or any other college or university?    Yes\*    No  
*\*If yes, please attach a description.*

**SECTION E: Signature**

My signature below indicates that all the information contained in my application is complete and factually correct. I understand that misrepresentation of my academic record, including omissions, or of any other information, regardless of intent, can result in dismissal from the university.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

St. Edward's University does not discriminate in regard to race, color, creed, gender, age, disability or national origin in its admission, scholarship or financial assistance programs.