

Admission to the College

The College requires that all candidates for admission are graduates of accredited four-year high schools or have satisfied high school requirements through the GED or other officially specified arrangements. Students applying for transfer to Stephens College must submit all College transcripts for evaluation. Admission to Stephens College is based on academic ability and potential seriousness of purpose, character and certain other qualifications. Offers of admission are extended to students most likely to benefit from the educational opportunities at Stephens. The Office of Admission staff will assist all applicants in applying for admission and in planning their future at Stephens College.

Stephens College does not discriminate on the basis of color, race, religion, national origin, sexual orientation, veteran status or disability or handicap in administration of its educational policies; admission policies; scholarship, and loan, athletic and or other College-administered programs; or in its employment practices. Stephens College is committed to meeting fully its obligations of nondiscrimination under Federal and State laws as they are currently written or as they may be amended from time to time, and is further committed to creating a community in which a diverse population can live and learn and work in an atmosphere of respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. Inquiries concerning compliance with applicable law may be directed to the Office of Vice President of Student Services, Campus Box 2033, Stephens College, Columbia, MO 65215.

Application Procedure

Freshman Applicants

Applications may be submitted by prospective freshmen to apply for undergraduate degree study at Stephens College as early as their junior year of high school. Admission decisions are made on a rolling basis, meaning applications are accepted throughout the year.

Please submit the following to the Stephens College Office of Admissions in order for your application to be reviewed:

- Completed and signed application for admission
- Non-refundable application fee of \$25 or alumna referral award card fee waiver. Apply online or visit campus for a fee waiver.
- Official high school transcript through the end of your junior year. An official transcript must be sent directly to the Office of Admissions by your high school. The General Equivalency Diploma (GED) is also accepted. Home-schooled students should submit a transcript of coursework completed.
- Official results of the ACT or SAT I
- High school guidance counselor recommendation form or a letter of recommendation for Home-schooled and GED applicants
- Résumé (Section IV)
- Personal Statement (Section V)

To apply for scholarships, there is no separate application form. The application and supporting materials you submit will be used to determine your eligibility.

DUAL-CREDIT ADMISSION: Qualified applicants currently attending an area high school may apply to enroll in coursework at Stephens College for college credit. Candidates must complete the Dual-Credit Program Student Admission Application.

Transfer Applicants

Applications may be submitted by prospective transfer students for undergraduate degree study at Stephens College. Admission decisions are made on a rolling basis; however, applications submitted at least one month prior to the start of the spring or fall semester will be given priority consideration.

Please submit the following to the Stephens College Office of Admissions in order for your application to be reviewed:

- Completed and signed application for admission

- Non-refundable application fee of \$25 or alumna referral award card fee waiver. Apply online or visit campus for a fee waiver.
- Official high school transcript with your graduation date. This must be sent directly to the Stephens College Office of Admissions by your high school. The General Equivalency Diploma (GED) is also accepted. Home-schooled students should submit a transcript of coursework completed.
- Official results of the ACT or SAT I
- Official college transcripts from any colleges attended. Please note, it is considered a form of academic dishonesty not to declare previous enrollments.
- Personal Statement (Section VII)

To apply for scholarships, there is no separate application form. This application and supporting materials you submit will be used to determine your eligibility.

International Students

Applications should be filled out completely in English by the applicant and mailed to the Stephens College Office of Admissions. A \$25 non-refundable application fee must accompany this application. The Application for International Student Admission will be reviewed when all required information is received. After submitting the application, students will be notified as quickly as possible of the admission decision. Once accepted to Stephens College, an enrollment deposit of \$100 will be required before the I-20 form will be issued. Both the application fee and enrollment deposit must be paid in U.S. currency, either by check or money order payable to Stephens College. We cannot accept postal coupons or foreign currency.

To be assured full consideration for August admission, applications should be filed no later than April 15, and all credentials should be in the Office of Admissions by May 1. If applying for January admission, your application must be completed and all credentials should be in the Office of Admissions by November 1.

The following materials must be received to process your application:

- Application for International Student Admission
- \$25 non-refundable application fee
- Certification of Finances. The U.S. Government requires applicants to show ability to finance their education and pay for living expenses before Stephens can issue paperwork for a visa.
- Essay
- Official Secondary School records (listing subjects and grades)*
- Certified copy of diploma or other proof of graduation from secondary school*
- Official copy of grades from maturity certificate examination (Abitur, Baccalaureat), if taken*
- Official record of each year of secondary study and copy of final examination certificate, if secondary school taken under British or similar system*
- TOEFL test scores. Paper-based score of 550, Computer-based score of 213, or Internet-based score of 79 required. Stephens' TOEFL code is 6683.
- ESL Program records (if applicable)

Documents in a foreign language must be submitted with official English translation.

Readmission or Reinstatement of Former Students

Former Stephens College students who have been absent from the College at least one semester (not to include study abroad, leave or summer session), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Academic Standing Committee. Official transcripts of any college or university coursework attempted or completed must be submitted for evaluation by the Registrar. No one will be permitted to register for classes until officially readmitted or reinstated to the College. Students who have been absent from Stephens College one or more years will be subject to degree requirements corresponding to the catalog of the re-entry year.

Previously earned grades and credit are carried forward, except for those students who enter a continuing education degree program.

Second Degree

A student applying to Stephens College to pursue a second bachelor's degree must apply through the Continuing Education Program if the major declared is offered through that program. When the declared major is not currently offered through the Continuing Education program, the student must apply through Admissions into the Residential Program regardless of the student's age.

Acceptance of Offer of Admission

When a student has been accepted for admission, the student may enroll at the College by submitting her enrollment deposit. This deposit will be credited to the student's account during her first semester of enrollment.

Campus Visits

The Office of Admissions is open Monday – Friday, 8 a.m. to 5 p.m., and on special weekends. Please call (800) 876-7207 in advance or complete an online visit registration to make your visit as productive as possible. The following is a list of visit options.

Visit Opportunities

Preview Events highlight everyday life at Stephens. During these one- or two-day visits, you will engage in planned activities and have time to explore what interests you. Some events are tailored to specific majors.

Open Saturdays offer the opportunity to take a guided tour of campus, learn more about admissions, and attend an optional financial aid question and answer session. Open Saturdays begin with check-in at 9:30 a.m. and last until 12:30 p.m.

Individual Visits are best when classes are in session. Call (800) 876-7207 to discuss the visit ahead of time so that we may help you make the most of your time on campus.

Office of Admissions

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