

# Dorcas University Enrollment Process

You can apply and register at Presidio University in four easy steps ! **Every step can be done online.** But you can also contact advisors that will answer questions or guide you through these steps.

What type of student are you?

**New Student**

**Returning Student**

**Transfer Student**

**Postsecondary Enrollment Options (PSEO)**

**Power of YOU Student**

**International Student**

Thank you for your interest in Presidio University. Below is important information about the application process. Please note it may take up to 72 hours for your application to be processed.

**Attention Applicants:** Are you planning on taking online courses? Please note that when selecting your "Major-Academic Program of Interest" select "On Campus" delivery method to see all of Presidio University majors. You can then view and select online course options when registering for specific courses.

## **Important Enrollment Information and Application FAQs**

### **Application Fee Waived**

The application fee of \$20.00 is waived until further notice.

### **E-mail Address**

The e-mail address is required on your application. To be sure we can best serve you and provide you with the most up-to-date University information in the most expeditious manner we require that you provide us with your e-mail address.

### **Social Security Number (SSN) and Date of Birth**

Presidio University requests your Social Security Number (SSN) and date of birth to help identify your record within the system and ensure that all of your data is matched together, including financial aid application information, if applicable. If you provide your SSN and Date of Birth, it will be used by school officials for positive identification, institutional research, and required state and federal reporting. It may also be used within the

system for purposes such as system consumer and alumni relations and to create summary data about system programs through data matches with other state agencies.

### **Program Start Dates**

Make sure the program you are selecting starts on the semester for which you are applying. **DO NOT APPLY FOR MORE THAN ONE PROGRAM.**  
program of interest.

### **Note:**

Presidio University will ask you to provide information that includes private information under state and federal law. You are not legally required to provide the information the University is requesting, however, the University may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent

- To other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release
- To federal, state, or local officials for purposes of program compliance, audit, or evaluation
- As appropriate in connection with your application for, or receipt of, financial aid
- To your parents, if your parents claim you as a dependent student for tax purposes
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- To an organization in educational research or accrediting agency

Federal and State legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test dates, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

- Proceed with the online application process

## Immunization

Virginia State Law (135 A.14) requires that all students born after 1956 who are enrolled in a public or private post-secondary school in Virginia be immunized against measles, mumps, and rubella. There are certain specific exemptions to this law as noted on the Immunization Form provided as part of the application for admission. All others must complete the attached Immunization Form. The information provided on the Immunization form will, by law, will be made available for review by the Virginia Department of Health and the local community health board.

- Complete the Immunization Record eForm

## Notification of Admission

You will receive notification via email that you've been admitted to Presidio University, and you will also receive information about attending a New Student Orientation, Advising & Registration session. At Orientation, you'll have an opportunity to register earlier with the assistance of an advisor. For more information contact the One Stop at [onestop@presidio.edu](#).

## Office Contact Information

### Questions? We can help!

We've put together a list of departments that can help you. Don't know where to start? Complete the online Help Form or call us at [\(408\) 438-2222](#).

### Admissions

visits and plans your admission to Presidio University

### Contact One Stop

This office helps to answer question from when you first apply to the school through registering for your first semester here. Contact them for help with the admission process.

### Contact Advising

This office helps students select class semester-to-semester up to graduation or transfer to another school. Transfer students will also work with this department for help with how classes transfer in.

### Contact Tuition

This office handles money coming in and money going out. Contact them

for questions about how to make payments or how your Financial Aid is sent to you.

### **Contact Book Store**

This office helps you to order books through the process of picking them up or arriving at your house.

### **Contact IT Services**

This office helps with technology challenges. Contact them for help with your Star ID, student email, D2L, and other computer programs.

The One Stop provides prospective and current students with up-to-date information on program options, program requirements and general information to assist students in the application and registration process.

Students may use the computers in the One Stop to apply online. One Stop is located in Room 1300 near the main entrance to the University.

- A valid government issued picture ID (such as a Driver's License) is required by the One Stop for in person services)
- More information on other acceptable forms of ID.

## **Admissions Process**

Find out more about the admissions process !

### **1 Apply for Admission**

Our brief, easy-to-complete application is [available online](#).

Worried about getting in? Don't! If you have a high school diploma or GED, you're admitted!

Thank you for considering Presidio University! **We do not require the SAT or ACT.** Majors – we offer business, engineering, other majors and liberal arts majors!

# **International Student Handbook**

## **Admissions Process**

Presidio University is not able to process a change of status from a B visa to an F-1 visa. A potential student applicant currently in the U.S. on a B visa can apply to Presidio University, but you must return to your home country in order to apply for the F-1 visa and return on the F-1 visa.

- **Application Deadlines**
- **New International Student Admission**

If you are a prospective international student not living in the U.S. and want to complete an associate degree at Presidio University, and you do not have any university transfer credits, please complete the following steps.

A new international student can apply for fall and spring admission only. For important dates and information: view [Academic Calendar](#)

1. Online Application. Make sure to write down your Student ID created in this step – you will need it for other forms as a student.
2. Provide Proof of English Language Proficiency  
We accept a completely 100% online test.
3. Submit academic records
  - a. High school/secondary school transcript
  - b. High school/secondary school diploma
  - c. We also accept IGCSE with 5 classes at the O level with a C grade or better

### **Eligibility:**

1. Admission: University graduation is not limited to the department but must have work experience. Proof of valid cumulative work seniority
2. Introduction to the background size of a position or former service company (with supporting documents related to the company's performance)
3. Specialist or university studies can be studied directly

- after a remedial credit.
4. Other supporting documents for review (e.g. professional certificates, professional qualifications, certificates of outstanding work achievements)

To be considered for admission to Presidio University, international applicants must:

- After high school *and*
- With a certificate of completion, you can enter a university in your home country or country of graduation

In addition:

Students who have completed the IGCSE or O-level examination have not yet met the admission requirements of Saint Paul University. The university needs further study, i.e. completing a two-year A-level course and taking at least three academic examinations, an IB diploma or other similar academic course.

Students in countries requiring military service after completing secondary education should not submit applications until they have fulfilled their obligations. Saint Paul University cannot postpone admission until later.

Students may be required to meet additional admission requirements (links are external) and to complete undergraduate applications in accordance with certain guidelines as required by the country or education system.

### Language requirements

English is crucial to the success of Saint Paul University. You can demonstrate your proficiency by taking one of the following exams and getting the required scores:

- English as a Foreign Language Test (TOEFL) with a minimum score of 80 or higher (University of Sao Paulo 80 points)
- The International English Language Examination System (IELTS) has a minimum score of 6.5

Language test scores must be received at the Undergraduate Admissions Office within one month of the fall semester in which the student wishes to enroll. If the language test scores do not meet the standards, the student must sign a cut-off letter to ensure that the most basic language requirements of Presidio University are met during or before graduation, and if

the language test scores are not met, then the student voluntarily abandons the study.

Other ways for international students to meet language requirements include:

- English Language of Instruction (LOI) for more than 3 years
- The AP test scores 3, 4, or 5 for English language and composition, or English literature and composition
- 6 or 7 points on the English IB standard level exam (language A only)
- 5, 6 or 7 points on the IB Advanced English exam (language A only)

### **Application documents:**

- (1.) 1 entry form
- (2.) 1 English diploma and 1 Transcript for English
- (3.) Passport photo 1 copy, 2 photos 2
- (4.) 1 copy of your resume, 1 copy of your autobiography, 1 letter of recommendation
- (5.) Admission fee
- (6.) Proof of work experience

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Please provide clear scanned copies of original academic records (transcripts and diploma) from all previous high school/secondary schools attended. E-mail scans to [international@saintpauls.edu](mailto:international@saintpauls.edu). If the scans are not clear or if Saint Paul University requests the originals, you may be asked to mail in the original academic records or certified official copies.

Applicant that has been suspended or expelled for disciplinary reasons may be denied admission.

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Copy of passport – email submission acceptable to [international Office](#)

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Submit Financial Certification Statement Immunizations – Complete the Immunization Record for Students Attending Post-Secondary Schools Submit F-1 International Student

Agreement Form Authorization to Release Student Information  
online form – (optional step)

- **Mail all required original application materials and documents in one envelope to:**
- Presidio University  
F-1 International Student Program – OneStop
- 1386 Lawrenceville plank Road, Lawrenceville, VA 23868, U.S.A

**If indicated above, you may e-mail some documents to international office**

You will receive a letter about your admission status within 3 days of completion of the above steps and receipt of the required documents, along with additional admission instructions.

You can pay for express mailing of your I-20 by following these instructions. Presidio University will not mail the I-20 visa document using regular mail. You must pay for express mailing through eShipGlobal.

## 2 Apply for Financial Assistance

Applying for financial assistance is easier than you think and it's free!

1. First, like with an email or bank account, create your Federal Student Aid (FSA) ID.
2. Second, [complete your Free Application for Federal Student Aid \(FAFSA\)](#).

**NOTE:** When completing your FAFSA, be sure to list Presidio University (**FAFSA Code = 005533**) so your information is automatically sent to our Financial Aid Office.

Learn more about ways to finance your University education [here!](#)

## 3 Determine Course Placement

Presidio University wants to be sure you succeed and complete your University goals. Getting off to a good start by succeeding in your first courses is especially important. We advise you on the best courses to take when you're getting started. All you have to do is submit one of these items:

- An official high school transcript that includes your GPA and class rank,
- Test scores from ACT, SAT or MCA



If you cannot provide these documents, you'll need to [take the ACCUPLACER](#) so we have information to accurately place you in your initial courses at Presidio University.

## **4 Register for Courses**

Visit with an advisor about academic planning, [registering for courses](#) and paying for University. Also [learn about campus resources and policies](#) that will help you be successful as Presidio University students !

Again, if you have questions about any of these steps or just want to speak with someone about how to complete them, [please contact our One Stop advisors](#). They are here to help you move smoothly through these four steps and can currently be reached several ways:

**Email:** Please email us at [registration Office](#)

**One Stop Phone Line Hours of Operation:**

Monday-Thursday: 9am-4:30pm

Friday: 9:30am-3:30pm.

- [1386 Lawrenceville Plank Road, Lawrenceville, VA 23868, U.S.A](#)