

International Vincentian Scholarship Program Scholarship-Confere Information, Policies and Guidelines

The availability of an **International Vincentian Scholarship** does not guarantee your admission to the DePaul University or Catholic Theological Union (CTU). You must meet all requirements for the degree program to which you wish to be admitted. All admission decisions are made by the respective college or school, and include demonstrated proficiency in English.

Admission and Application Information

DePaul University

- Information about the DePaul's academic programs and the application process can all be found online at the university's [Admission & Aid website](#). It is your responsibility to follow the application process and timeline as set out by the university. The Division of Mission and Ministry will assist you as needed.
- The Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) may be required as a part of the admission process to a graduate program. Please consult the program for testing requirements. Information on the GRE and GMAT can be found here: [GRE Testing Site](#) and [GMAT Testing Website](#).
- Level of English proficiency required to pursue graduate studies varies by program. The most common tests programs might ask for are TOEFL (ETS), IELTS, or Pearson Test of English (PTE Academic). Please verify the test required and minimum scores needed for matriculation with DePaul Admissions, or on the program's website.
- If your English language skills are not up to standards required for graduate study at the university, there may be a possibility of English study at another local Chicago university, however we *strongly recommend that you achieve required English language proficiency needed to matriculate to DePaul prior to applying to the scholarship*. Please contact Dr. Mark Laboe if you need to discuss options. Please note that successful completion of an English program does not guarantee your acceptance into a graduate program.
- The university presently has several doctoral programs (PhD, EdD, or DBA). However, scholarships for doctoral study are not typically awarded through the International Vincentian Scholarship program. Any such support is rare and would be considered on a case-by-case basis by the university president. Please note that successful completion of a master's degree program at the university does not guarantee admission to a doctoral program, nor guarantee the availability of funding for doctoral study.
- To begin the admission process, you must submit an online application using [DePaul's Online Application Center](#). On the homepage, you will need to select the correct student type to start your application. In most cases, this will be "Graduate" Education." The Online Application Center will walk you through the necessary steps to successfully create an account.

Catholic Theological Union (CTU)

- Information about CTU's academic programs and the application process can all be found online at the university's [Admissions](#) and [Academics](#) pages. It is your responsibility to follow the application process and timeline as set out by CTU. The Office of Mission and Ministry will assist you as needed.
- To begin the admission process, you must submit an online application which can be found on the [CTU website](#). The online application for admission is for continuing education, certificate and masters-level programs only.
- The Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) may be required as a part of the admission process to a graduate program. Please consult the program for testing requirements.

General Admission and Academic Planning Information

- In addition to the application, DePaul and CTU require all international students to submit official educational credentials (transcripts, mark sheets, degree certificates). The documentation of past educational work must be certified **original** copies. At times, further information may be required about the previously-attended institutions and their programs. These credentials must be evaluated by an external international evaluation agency (some of which can be found [here](#)). These evaluators will then provide DePaul and CTU with a general evaluation and certified copies of international educational credentials which will be used during admission review. The Division of Mission and Ministry will cover associated fees. Contact cbrick@depaul.edu for information on how to get reimbursed.
- U.S. immigration authorization will be handled by the scholarship-conferees and the [DePaul's Office of International Admissions](#) and [Office for International Student & Scholar Services](#) or CTU's Admissions Office. The Division of Mission and Ministry will provide assistance as needed. Given the complexity of this process, it is necessary that you give a timely and accurate response to all requests for information and documentation. Failure to provide timely and accurate responses may lead to the denial/revocation of a student visa by the United States government. Once in the United States, you must continue to assure your compliance with reporting requirements of the Immigration and Naturalization Service. The university does not support conferees coming to the United States under a "religious worker" visa. Only applications for student visas are supported (an F-1 visa).
 - Your visitor or vice-visitor must approve, in writing, your planned course of study, and any changes in your planned course of study. Any changes must also be approved by Dr. Mark Laboe.
 - You will be expected to complete your degree program within the time frame appropriate to the degree in question. Your program will assign you an academic advisor. This presumes that you will attend classes full-time. Average Length of Graduate Degree Programs: 2 – 3 years.

- Each quarter, after meeting with your academic advisor you will need to file your class schedule with the Scholarship Coordinator in the Division of Mission and Ministry so they can apply scholarship tuition to pay for your courses.
- It is understood that the primary purpose for the residence of these confreres in the United States is their academic studies. Travel, or other personal, or apostolic commitments, that would interfere with this emphasis are discouraged. With that being said, scholars find they are quite able to dedicate time to ministerial duties as requested by the Western Province or the Division of Mission and Ministry at DePaul University.

Information on Expenses

- The International Vincentian Scholarship is supported by DePaul University and the Congregation of the Mission, Western Province. The Division of Mission and Ministry at DePaul University will provide a full tuition scholarship and, upon review, educational expenses such as textbooks and pre-approved educational related travel. The Congregation of the Mission, Western Province, will provide room and board at the local Vincentian Residence located adjacent to the Lincoln Park campus.
- Pre-approved educational related travel expenses include Chicago Transit Authority Ventra travel for students who are enrolled in specialized programs that do not issue the U-Pass transit card, study abroad expenses that have been approved by Dr. Mark Laboe, and other special academic program required travel.
- The scholarship program does not cover travel expenses for your visa or passport renewal domestically or internationally. These costs are the responsibility of your home or vice-province. Your home province or vice-province is responsible for all expenses related to non-academic travel within the United States
- It is of the utmost importance that confreres selected to participate in this program are in good physical and mental health. Medical costs in the United States are astronomical. The province and the university have a limited ability to cover medical costs through insurance. You should have a thorough physical examination before coming to the United States. If there are any serious pre-existing medical problems these should be addressed in the home country.
- Once in the United States, DePaul requires that all degree-seeking students (part-time and full-time, undergraduate and graduate, and international) have comprehensive active health coverage. Confreres in the International Vincentian Scholarship program will be covered by the Student Health Insurance Plan, paid for by Division of Mission and Ministry. Please note that in non-emergency situations, before making an appointment and seeking medical care determine if the medical provider is “In-Network” -- i.e., best choice because more costs will be covered through insurance. Providers who are “Out of Network” can get very expensive as insurance may not cover costs or cover at a low rate. In the event you might need extensive medical attention, it may be necessary for you to interrupt your studies and

return to your home province or vice-province for treatment, or the home province or vice-province may be asked to pay for U.S. treatment.

- Information on the university's immunization requirements, health services and medical/health insurance is [available here](#). Vision and dental are not included in the plan, but optional vision and dental plans are [available for an additional fee](#) paid directly to Academic HealthPlans, DePaul's insurance broker. Details on the student health insurance plan can be found on the program's [Benefits page](#).
- If for some unique reason you need short-term insurance that is not covered by DePaul's student health insurance, the Vincentian Residence can purchase short-term student health insurance for you, but your home province or vice-province will need to reimburse the Vincentian Residence for this expense.
- Expectation of Religious and Ministerial Services:
 - While attending DePaul and living at the DePaul Vincentian Residence, scholarship confreres will be expected to perform some religious and ministerial services such as presiding over weekday or weekend Masses on campus during the school year and to participate with duties required by the Residence. The Superior of the Western Province may work with the scholars on using some their Winter and Summer holiday time to assist the province with filling in for confreres taking vacations, retreats, etc., and scholars may be invited to do Mission Appeals for the Western Province.
 - Service contributions help provide for the house and province, support ministry at the university and – importantly – contribute to confreres' professional and pastoral development.
 - These religious and ministerial services are part of the scholarship expectations and are not compensated. Confreres are expected to coordinate their responsibilities with both the leadership of the Residence and staff in DePaul's Division of Mission and Ministry.

Orientation to Chicago and DePaul University

- The Vincentian Residence will arrange for transportation and an escort to meet you at the airport upon your arrival.
- The Vincentian Residence will provide you with an orientation to the house, local Vincentian community, Chicago and the university.
- The Division of Mission and Ministry's Scholarship Coordinator will provide you with an orientation to the office, International Admissions, International Student & Scholar Services, and the university. You need to make arrangements to meet with the Coordinator shortly after arriving in the U.S. Email cbrick@depaul.edu to set up an appointment.