

# ESL Program

## Admissions Document Submission Guidelines

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### **High School Transcripts**

1. Texas High Schools - Submit high school transcript electronically via TREx (Texas Records Exchange)
2. Out of State High Schools - Mailed directly to Baptist University of the Americas
3. International High Schools- Mailed directly to Baptist University of the Americas
3. Home Schooled - Mail notarized home school transcript directly to Baptist University of the Americas
4. GED - Mailed directly to Baptist University of the Americas

### **College Transcripts (option—not required for admissions into the ESL program)**

All high school/college/university transcripts should be mailed directly from the sending institution to Baptist University of the Americas, San Antonio, Texas.

## **Foreign Credential Evaluation Report**

All foreign credential evaluation reports (*course by course* or *document by document*) should be mailed, from one of the five services below, directly to Baptist University of the Americas, San Antonio.

1. [Foreign Credentials Services of America](#)
2. [Educational Credential Evaluators, Inc.](#)
3. [Global Credential Evaluators, Inc.](#)
4. [World Education Services](#)
5. [SpanTran: The Evaluation Company](#)

## **Admissions Forms**

All admissions forms can be found on the [Admissions Forms](#) web page. Only forms submitted via the online links, will be accepted.

## **Application Fee Waiver Documents**

All application fee waiver documentation must be completed and signed and should be scanned and emailed, as a PDF, to [admissions@bua.edu](mailto:admissions@bua.edu).

## **Enrollment Verification**

All Enrollment Verification documents must be mailed directly from the sending institution to Baptist University of the Americas.

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**Mailing Address:**

Baptist University of the Americas

Office of Admissions

7838 Barlite Blvd.

San Antonio, TX 78224

**Email Addresses:**

[esladmissions@bua.edu](mailto:esladmissions@bua.edu) – ESL Program Admission Document Submission

[admissions@bua.edu](mailto:admissions@bua.edu) - Undergraduate Admission Document Submission

*If you are unsure of how to submit documents, or have questions about documents that are not listed, please call our Admissions Counselors at (210) XXX-XXXX.*