

CHECK LISTS
XAVIER UNIVERSITY OF LOUISIANA
THE INSTITUTE FOR BLACK CATHOLIC STUDIES
SUMMER 2025

BEFORE ARRIVAL AT XAVIER UNIVERSITY OF LOUISIANA:

A. PREPARE FOR SUMMER SCHOOL

- Read this publication, paying close attention to the particulars of your program (Degree or Continuing Education (C&E) Programs)
- New and Transient Students:** Make sure that all those whom you have asked to submit a letter of recommendation for you receive the *“Letter of Recommendation Form”*
- If you need to prove proficiency in English, please make sure you have taken the TOEFL Test.

B. BEGIN ADMISSIONS PROCESS

- ALL IBCS STUDENTS use this link:** <https://gradapply.xula.edu/apply/> to complete the application and submit required materials for their selected program:
 - Returning Degree Students: **Readmit student in Graduate Programs**
 - New/Transient Degree Students Log On: **First-time Users** to create an account; use the Returning Users link to go back to complete application
 - C&E Students Log On: **Institute for Black Catholic Studies Continuing Education Program**

C. APPLY FOR XULA HOUSING

- Complete Housing Application

D. REQUEST SCHOLARSHIP ASSISTANCE

- Complete Scholarship Application and submit **with the complete package** of required attachments as directed

E. CLEAR XULA HEALTH SERVICES

- *IBCS students enrolled in an on-campus class must complete and submit the Health Service Forms (Please send the forms directly to Xavier University Health Services with a copy to the IBCS office) due at the time of registration. (** Does not apply to Continuing Education Students.*)

F. COMPLETE APPLICATION PROCESS BY DEADLINES

JANUARY 1 – APRIL 4, 2025

Regular Application
Scholarship Eligibility

Students will be eligible to apply for a scholarship ONLY during the regular application process.

APRIL 4 – JUNE 20, 2025

Late Application
NO Scholarship Eligibility

Students will NOT be eligible to apply for scholarships during the late application process.
Students must secure the permission of the IBCS Director to register after June 20, 2025.

G. PAY FEES

- All fees, including application, tuition, room and board, activity and technology fees (as applicable) should be paid by **June 20, 2025** (See Fee Schedule for payment options)

H. FINAL PREPARATION

- After March 15, check for course booklists on IBCS website and purchase them at XULA Bookstore, another outlet or on-line service of your choice.
- Begin reading texts and Xavier University rules and regulations (on web page xula.edu) ahead of summer classes
- Keep a portfolio with copies of all Institute- or Xavier University-related documentation.