

PITTSBURG STATE UNIVERSITY INSTRUCTIONS AND CHECKLIST FOR INTERNATIONAL GRADUATE STUDENT APPLICATIONS

Application Procedures for International Students

Several items must be submitted by International students in order to complete the application process. It is important that students allow enough time to complete the application process for the semester they wish to enter. Please complete all application materials and submit them to:

Pittsburg State University
Office of Continuing and Graduate Studies
1701 S. Broadway
Pittsburg, KS 66762

***Carefully read the entire instruction sheet before completing the application. Answer all questions on the application.**

Application Deadlines:		
SEMESTER	BEGINS	DEADLINE FOR RECEIVING DOCUMENTS
Fall	August	June 1
Spring	January	October 15
Summer	June	April 1

- **Application Fee**

A nonrefundable \$60 graduate application fee is required for Masters and Specialist in Education degree-seeking students. Payment for application fee can be made by check, money order or credit card. Payment by bank draft **will not** be accepted.

- **Academic Records**

The Application for Admission will not be reviewed until all transcripts are on file and the application fee is paid. The supporting application materials are non-returnable. Students must submit an **official** transcript from **each** institution they attended. If applying online, students are encouraged to immediately send or fax copies of their coursework (unofficial transcripts) as soon as the application has been submitted or mail them with their other application materials so that initial review of their past study can begin. Transcripts are considered official only if they are received directly from the institution in a sealed envelope. Transcripts must be submitted both in the native language and translated into English. Students who received their undergraduate degree at Pittsburg State University do not need to submit a copy of their PSU undergraduate transcript.

The transcript should clearly indicate:

- a. all coursework and grades (or marks)
- b. the degree awarded
- c. the date the degree was awarded
- d. the name of the institution where degree was earned

Copies of transcripts submitted by students are not considered official.

- **Financial Support Requirements**

The U.S. Government requires International students to demonstrate their financial ability to pay for graduate work before they can become students in the United States. Evidence of financial resources consists of two documents. The first is the Statement of Financial Information and Certification of Support, which can be found at this link: <http://www.pittstate.edu/dotAsset/36651.pdf>. The second is a current bank statement which reflects the financial resources required as stated on the previous form.

- **Language Requirements**

It is required that International applicants present a passing score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). The minimum score levels required for various degree programs at Pittsburg State University range from 520/68 to 550/79 for TOEFL and 6.0 or 6.5 for IELTS. A minimum score of 6.0 in each band of the IELTS is required. If a lower score is earned in any of the five band scores, the overall score cannot be accepted. Students may not enroll in any graduate level academic coursework until this requirement has been met and will not become fully admitted until they satisfy their program's TOEFL or IELTS requirements. Official scores must be sent directly from the testing agency. The university code for Pittsburg State University is 6336. You do not need to include a departmental code. Unofficial or examinee's copies/score sheets will be used for initial review only.

The TOEFL/IELTS is not required if:

1. you are a permanent resident.
2. you received a Baccalaureate degree from a regionally accredited college or university in the United States.
3. English is the only language of instruction at your undergraduate institution. You must request that your undergraduate institution send a letter directly to the Dean of the Graduate School certifying that the language of instruction was English. Copies of letters provided by students will not be considered.
4. the highest level of Intensive English Program (Academic Preparation Course) at Pittsburg State University is successfully completed. The successful completion of the highest level of the Pittsburg State University Intensive English Program (Academic Preparation Course) is equivalent to a 550/79 TOEFL or 6.5 IELTS score and can be substituted for the TOEFL/IELTS requirement.

Students who do not meet the TOEFL/IELTS requirement are encouraged to make application to the Intensive English Program. **Enrollment in the Intensive English Program does not guarantee that a student satisfies the academic standards for admission into a graduate program.**

- **GMAT Requirements**

The Graduate Management Aptitude Test (GMAT) is required only of students who are applicants to the Masters of Business Administration program. It is required of both American and International students. If opportunity to take the GMAT is not available in the home country, students may be admitted conditionally with the College of Business approval. However, if the student does not receive the required GMAT score in the first term of study at Pittsburg State University, he or she will not be allowed full admission to the MBA program and will have to withdraw or select another major.

- **Transfer Students**

Students who are currently attending another U.S. institution must have the information on the International Student Transfer Form (<http://www.pittstate.edu/dotAsset/36631.pdf>) completed and sent to the Office of International Programs and Services.

- **Dependents**

Please complete the Dependents form (<http://www.pittstate.edu/dotAsset/36492.pdf>) for **each** dependent that will accompany you to Pittsburg State University. If additional space is required, please make additional copies of this form.

- **I-20**

The I-20 will be mailed with the admission letter once all application materials are received, have been reviewed, and admission (either conditional or fully) to a degree program has been granted.

- **Express Mailing Fee for I-20**

Students who would like to have their I-20 expressed mailed to them must pay an additional \$45. Without this fee, the I-20 will be mailed via air service. Payment for express mailing may be included with the application fee.

- **SEVIS Fee**

The United States Department of Homeland Security implemented a fee, called the SEVIS Fee, as of September 1, 2004. If you are applying for a visa from outside of the United States, you may be required to pay the fee, which is \$200 for those coming on an F1 visa and \$180 for those coming as an exchange student or on a J1 visa. See **Who Is Required to Pay the Fee?** for more information.

The SEVIS fee only needs to be paid once. For international students that apply for admission to more than one school in the United States, the SEVIS fee can be used for any school. *However, you must attend the school whose immigration documents you use to obtain your visa.*

If you prefer, **Pittsburg State University's International Programs and Services Office will assist you in paying this required fee.** Simply include the fee with your application fee or complete and return the credit card authorization form (<http://www.pittstate.edu/dotAsset/36978.pdf>). We will pay the fee for you and send you proof of payment with your immigration document. *Please note that the SEVIS fee will not be processed until your immigration document is issued.*

If you prefer to pay the fee yourself, payment information may be found at:

<http://www.ice.gov/sevis/i901/index.htm>. If you have already paid this fee, please disregard this information.

If you have any questions, please contact the International Programs and Services Office:

International Programs and Services
Pittsburg State University
1701 S. Broadway, 118 Whitesitt Hall
Pittsburg, KS USA 66762
Phone: (620)235-4093
Fax: (620)235-4962
ahurt@pittstate.edu

Who Is Required to Pay the SEVIS Fee?

F1 or J1 Initial Attendance:

Ø **F1 student** visa applicants applying for a visa from outside of the United States, with an I-20 marked as “initial attendance” for an academic or language training program dated on or after September 1, 2004 (9/1/2004). The fee must be paid before your visa appointment and you must show proof of payment.

Ø **J1 student, short-term scholar, research scholar or visiting scholar** visa applicants applying for a visa from outside of the United States, with a DS2019 marked as “initial attendance” dated on or after September 1, 2004 (9/1/2004). The fee must be paid before your visa appointment and you must show proof of payment.

Contiguous territory or adjacent island residents exempt from the visa requirement (for example: Canada or Bermuda) apply for admission at the port-of-entry, to begin initial attendance at a U.S. school on or after September 1, 2004 (9/1/2004). In this case, the SEVIS fee must be paid before entry into the United States. Proof of fee payment is required. The fee cannot be paid at the port-of-entry.

Who Is Not Required to Pay the SEVIS Fee?

Dependents:

Ø **Spouses or minor children** of students or exchange visitors applying for F2 or J2 visa.

Visa or Port of Entry Denial:

Ø **F1 or J1 visa applicants** who have paid the fee, were denied a visa, and are re-applying for a visa within twelve (12) months of the date of initial denial.

Ø **Residents of a contiguous territory or adjacent island** reapplying for status as a student at the port-of-entry within twelve (12) months of the initial denial.

- **Housing and Health Insurance**

Information regarding available on-campus housing can be obtained by contacting the Housing Office at Pittsburg State University (ddamico@pittstate.edu). In your correspondence, please state the date of your arrival and the length of time that you will need housing. Be sure to indicate any special housing needs. The Housing Office will try to give you suggestions of housing options that you can then contact for more information.

All International students must purchase health insurance. The university offers a health plan that is available to students and can be purchased on campus.