

# International Graduate Applicants

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The College of Graduate Studies (<http://www.mtsu.edu/graduate>) will process all information regarding your immigration status and issuance of the required I-20 for you to obtain your F-1 student visa and academic admission materials. To expedite the processing of your file, please follow the directions and submit all documents and materials to the address below.

College of Graduate Studies  
ATTN: Melissa Lowrance  
MTSU Box 42  
Murfreesboro, TN 37132, USA

Please be aware that the College of Graduate Studies will only correspond with the applicant directly either by written mailed letter, email or phone calls. We welcome inquiries from family and friends, but will only give out general information about the applicant's status. All acceptance letters and additional documents will be sent directly to the applicant. Students who have changed addresses, semester of entry, or have additional questions or requests, must submit all requests in writing in a timely manner.

This is a link provided to the Housing Office website: <http://www.mtsu.edu/~housing>. You may access the housing application from this website. You will also be able to view the dormitories and the price for on-campus housing. The housing application and the monetary deposit should be mailed directly to the Housing Office.

There is no financial aid for non-immigrant visa holders applying to MTSU. International applicants may apply for graduate assistantships. Assistantship applications must be submitted to the department and are available at <http://www.mtsu.edu/~graduate/pdf/GraduateAsstApp.pdf>.

**THERE IS NO CONDITIONAL ADMISSION TO THE UNIVERSITY FOR F-1 AND J-1 VISA HOLDERS.**

## Deadlines for Completed Files

**ALL REQUIREMENTS MUST HAVE BEEN MET BEFORE THESE DATES**

- Entering Spring Semester – October 1 of the previous year.
- Entering Summer Semester (students already within the U.S.) – March 1 of the same year
- Entering Fall Semester – June 1 of the same year.

## Required Documents and Materials

- Completed Application Form:
  - Online: <http://www.mtsu.edu/~graduate/apply.html>
  - Paper: <http://www.mtsu.edu/~graduate/pdf/CGSapp.pdf>
- Non-refundable \$30 Application Fee (if paper application is submitted)
- Tuberculosis Forms Packet
  - Tuberculosis Risk Assessment: <http://www.mtsu.edu/~graduate/international.html>
  - Tuberculosis Screening: <http://www.mtsu.edu/~graduate/international.html>
- Proof of two (2) Measles, Mumps, Rubella (MMR) Immunizations: <http://www.mtsu.edu/~graduate/international.html>
- Financial Statement indicating sources of support: <http://www.mtsu.edu/~graduate/international.html>
- Certification of Insurance: <http://www.mtsu.edu/~graduate/international.html>
- Proof of English Language Proficiency (submission of official scores required from one of the following tests)
  - TOEFL – computer-based minimum score 195, paper-based minimum score 525, IBT minimum score 71 (We **DO NOT** accept any other than ETS official test scores for the TOEFL)
  - IELTS – minimum score 6
  - UMELI – minimum score 85
  - ELS Level 112
- Appropriate Official Admission Test Score—See information under specific program to determine which test is required for your desired program
  - Graduate Records Examination (GRE)
  - Miller Analogies Test (MAT)
  - Graduate Management Admission Test (GMAT)
- Transcript Evaluation—A course-by-course analysis is required from one of the services listed below. Original transcripts should not be submitted to the College of Graduate Studies.
  - **World Education Services, INC**  
PO Box 5087  
Bowling Green Station  
New York, NY 10274-5087, USA  
phone: +1-212-966-6311 | fax: +1-212-739-6100  
email: [info@wes.org](mailto:info@wes.org) | website: <http://www.wes.org>
  - **Global Services Associates, INC**  
2554 Lincoln Boulevard, #445  
Marina del Ray, CA 90291, USA  
phone: +1-310-828-5709 | fax: +1-310-828-5709

email: [info@globaleval.org](mailto:info@globaleval.org) | website: <http://www.glovaleval.org>

- **Global Credential Evaluators, INC**  
PO Box 9203  
College Station, TX 77842-9203, USA  
phone: +1-512-528-0908 | +1-512-528-9293  
email: [gce@gceus.com](mailto:gce@gceus.com) | website: <http://www.gceus.com>

## Detailed Instructions

Application materials should be typed or printed neatly with all areas that pertain to the individual completed. Incomplete applications will not be processed. You must submit a permanent overseas home address for our immigration records.

Where required, the applicant must sign application materials. Falsification of an applicant's signature may be grounds for denial of admission.

Applying online is the fastest way to begin your admission process at MTSU. The application may be found at <http://www.mtsu.edu/~graduate/apply.html> and a credit card (Mastercard or Visa) is required for payment of application fee. If you require a paper application you may print one at <http://www.mtsu.edu/~graduate/pdf/CGSapp.pdf>. A \$30 non-refundable check with routing numbers or a money order drawn on a United States bank must be mailed with the application.

Tuberculosis Packet – Read, complete and submit BOTH the Tuberculosis Risk Assessment and Tuberculosis Screening forms located on the College of Graduate Studies website at <http://www.mtsu.edu/~graduate/international.html>

Mumps, Measles, and Rubella (MMR): Read, complete and submit the form located on the College of Graduate Studies website at <http://www.mtsu.edu/~graduate/international.html>

For F1 and J1 visa applicants: Submit a bank statement and financial form located on the College of Graduate Studies website at <http://www.mtsu.edu/~graduate/international.html>. If using a sponsorship (government or private company) please attach an official notice.

TOEFL (Test of English as a Foreign Language). A score of 195 on the computer based test (CBT), internet based test (IBT) minimum score of 71, or a score of 525 on the paper based test (PBT) is the minimum for graduate admission. Applicants may send a photocopy of their student test scores for verification. Verification can only be done if the student has already requested the testing center or agency to release their score to MTSU. The institution code for MTSU is 1466.

SUBSTITUTION: ELS – successful completion of Level 112 may be substituted for the TOEFL. Also, the MICHIGAN test may be substituted for the TOEFL if the International English Institute in Nashville, Tennessee tests students with a score of 85 or above.

EXCEPTION: TOEFL or Michigan Test is not required **IF**:

- English is the native language of the country of citizenship
- The student has earned a bachelor's or master's degree from a United State accredited four year college or university
- Applicant has taken two semesters of college-level English composition receiving a grade of "C" or better in each class, which must be confirmed with an official transcript from an accredited United States college or university.
- Successful completion of ELS – Level 112

**NOTE: DEVELOPMENTAL ENGLISH CLASSES ARE NOT CONSIDERED.**

All transcripts from each school you have attended must be sent from that school directly to a NACES (naces.org) accredited evaluation service. Photocopies cannot be accepted. It is required that you have a commercial evaluation service to translate and evaluate the transcripts. The evaluation service must send the report directly to The College of Graduate Studies Office. In some extreme cases, transcripts that are in sealed envelopes with the institution's stamp or affixed seal can be submitted from the student directly, but they are subject to a case-by-case review.

Visa Requirements:

- Submit photocopy of your entire I-20 if you are transferring from **within** the United States.
- Submit photocopy of your current I-94 card or stamp in your passport visa booklet
- Submit photocopy of your passport visa booklet that has your photograph in it

All application requirements **must** be completed in English

Transfer Verification Form: You may download this form from the College of Graduate Studies web site at <http://www.mtsu.edu/~graduate/international.html>. If you are transferring from a university within the United States to our university, this form is required. The Designated School Official at your university must complete Section II of the Transfer Verification form and mail it directly back to the International Programs and Services Office.

Insurance: all F1 and J1 visa holders are required to show proof of insurance showing up to \$10,000 medical evacuation expenses being covered as well as up to \$10,000 repatriation expenses being covered. This form can be downloaded from the College of Graduate Studies website at <http://www.mtsu.edu/~graduate/international.html>

GRE, GMAT or MAT: Official test scores but be sent directly from the testing center to the College of Graduate Studies at MTSU. Applicant may submit a photocopy of test scores for verification purposes only. Verification can only be done if the applicant has requested the testing center or agency to release their official scores to MTSU. The institution code for MTSU is 1466. To determine whether you are required to submit GRE, GMAT or MAT scores, please

refer to the university catalog (<http://www.mtsu.edu/gcat>) or at the College of Graduate Studies website at Program Requirements (<http://mtsu.edu/~graduate/programs/requirments.html>)

FAX TRANSMISSIONS AND PHOTOCOPIES OF REQUIRED DOCUMENTS ARE ACCEPTABLE WITH THE **EXCEPTION OF TRANSCRIPTS AND TEST SCORES, WHICH MUST BE MAILED DIRECTLY FROM THE UNIVERSITIES AND TESTING CENTERS.**

### **Additional Information:**

Graduate students submitting provisional certificates will have one semester from the issuance date to have their school submit to The College of Graduate Studies the conferred degree.

You will be notified when your file is complete and sent to the department of your major. After review in the department, the decision is sent back to The College of Graduate Studies Office. A letter of admission or denial will be forwarded to you by the College of Graduate Studies once a decision has been made. This process can take from four to six weeks to be completed.

Therefore, early completion of your file is to your benefit. Your I-20 immigration document cannot be issued until your admission is complete. Therefore, make sure that you complete your admission packet with enough time for making all plans to attend the semester indicated on your application.

### **General Information:**

Once your application has been received and determined acceptable for processing, you will be issued an MTSU identification number. You will be notified of that number by email. **ALWAYS** use this number when asked for your MTSU ID number and on all correspondence to help us locate your record in a timely manner.

You should use the name that you submit on your application on all correspondence. If you have documents that have a different name, please indicate this somewhere within the correspondence submitted or notify us by mail as to the name the document could be listed under.

**All materials received by the university become property of the university and cannot be returned or forwarded to a third party.**

All F-1 visa holders must attend orientation. Orientation dates and time will be included in your official acceptance letter. You are not permitted to register for courses until you have attended orientation.