

INTERNATIONAL GRADUATE APPLICANTS

We welcome your inquiry into our admission requirements at M.T.S.U. The International Programs and Services Office (IPSO) handles all information regarding your immigration status and issuance of the required I-20 for you to obtain your F-1 student visa. To expedite the processing of your file, please follow the directions and submit only the immigration documents (two medical documents, financial form, insurance form) to our office. The College of Graduate Studies will process all of your academic admission processing.

Please be aware that IPSO will only correspond with the applicant directly either by written mailed letter or e-mail or phone calls. IPSO welcomes inquiries from family and friends, but we 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 to IPSO in a timely manner.

There is a link provided to the Housing Office Web site. You may access the housing application from this web site. 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 M.T.S.U.

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

DEADLINES FOR COMPLETED FILES (WHICH MEANS ALL REQUIREMENTS MUST HAVE BEEN MET BEFORE THESE DATES): For Spring Semester, September 1 of the previous year. For Summer Semester (for students already within the U.S.), February 1 of the same year. For Fall Semester, May 1 of the same year. ***NOTE: APPLICANTS SEEKING AN F1 VISA STATUS OUT OF THE UNITED STATES MAY ONLY APPLY FOR THE SPRING OR FALL SEMESTERS.

1. Application should be typed or printed neatly with all areas that pertain to the individual filled out. Incomplete applications will be returned and not processed until corrected by the applicant. You must submit a permanent overseas home address for our immigration records.
2. The applicant must sign applications. Falsification of applicant's signature may be grounds for denial of admission.
3. Application Fee, \$30.00 non-refundable check with routing numbers, or money order drawn on a United States bank.
4. Medical 1- Tuberculosis (TB) test (Read and use our office form only).
5. Medical 2- Mumps, Measles and rubella (MMR). Read and use our office form only.
6. a. F1 & J1 visa applicants- Submit financial form and bank statement. Read and use our office form only. If using a sponsorship (government or private company), please attach an official notice.
7. TOEFL (Test of English as a Foreign Language). A score of 195 on the computer based test or of 525 on the paper-based test 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. MTSU institution code is 1466.

SUBSTITUTION: 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**:

- a. English is the native language of the country of citizenship.

- b. The student has earned a bachelor's or master's degree from a United States accredited four-year college or university.
- c. Applicant has taken two semesters of college-level English composition receiving a grade of "C" or better in each class, which does an official transcript from an accredited United States college or university confirm.

NOTE: DEVELOPMENTAL ENGLISH CLASSES ARE NOT CONSIDERED.

- 8. All transcripts from each school you have attended must be sent from that school directly to The College of Graduate Studies. Photocopies cannot be accepted unless you have had a professional credential evaluation performed by a professional credential evaluation agency. Or, if you have had your documents attested, the attesting agency must mail their findings directly to the Graduate Studies Office. If you have a transcript that is not translated into English, 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.
- 9. Visa1: Photocopy of your entire I-20 if you are transferring from within the United States.
- 10. Visa 2: Photocopy of your current I-94 card or stamp in your passport visa booklet.
- 11. Photocopy of your passport visa booklet that has your photograph in it.
- 12. All requirements must be in English and foreign transcripts must be accompanied by an official translation.
- 13. Transfer Verification Form: you may download this form off the following web site: www.mtsu.edu/~ipso 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.
- 14. Insurance: all F1 & 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 also be downloaded from www.mtsu.edu/~ipso
- 15. GRE, GMAT or MAT: Applicant may submit a photocopy of test scores for verification. 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.
- 16. *To determine whether you are required to submit GRE, GMAT or MAT scores, please refer to the university catalog (you may access this information at www.mtsu.edu/~graduate and select Programs).

FAX TRANSMISSIONS AND PHOTOCOPIES OF REQUIRED DOCUMENTS ARE ACCEPTABLE WITHIN THE EXCEPTION OF TRANSCRIPTS, WHICH MUST BE MAILED DIRECTLY FROM THE UNIVERSITIES.

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.

Two offices review graduate student files; therefore, 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. The College of Graduate Studies will notify our office of the admission decision and a letter of admission or denial will be forwarded to you. This process can take from four to six weeks to be completed. Therefore, early completion of your file is to your benefit. Our office cannot issue the I-20 immigration document to you until your admission is complete. Therefore, make sure that you complete your file with enough time for making all plans to attend the semester indicated on your application.

General Information:

If you do not have a social security number, the International Programs and Services Office will provide you with a university student identification number. You will be notified of that number by return mail or e-mail after submitting your application. You should put this number or your social security number on all correspondence to help us locate your file in a timely manner.

You should use the name that you fill out on the 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.

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