

# International Programs and Services

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## International Programs and Services Office Keathley University Center 124

The International Programs and Services Office (IPSO) serves as the admissions office for international students. All inquiries and correspondence should be addressed to this office. Application packets, including forms and requirement instructions, can be obtained by telephoning or writing IPSO or via <http://www.mtsu.edu/~ipso>. University catalogs cannot be mailed overseas. Applicants abroad can apply for the Fall and Spring Semesters only. Applicants who are already in the United States and in F1 or J1 status may apply for Summer.

The University provides immigration advisement through the International Programs and Services Office. IPSO is responsible for issuing I-20s and DS-2019 documents used for securing visas. Also IPSO evaluates college credits obtained from foreign universities. IPSO serves as a liaison among faculty members, administrators, and international students. The office caters to a variety of international student needs, including housing, academic matters, community affairs, and programming.

## Residency

IPSO determines residency for international students. All international students will be considered out-of-state for tuition purposes until they apply for and receive in-state status. Those who believe they meet the in-state criteria may obtain an application and submit it to the IPSO office. The completed form and supporting documentation should be submitted one month prior to the term. Failure to file may result in payment of out-of-state tuition. Students will be informed of the residency decision by mail.

## Immigration

It is the student's responsibility to see that he/she is in legal immigration status. All immigration documents should be kept in a safe place. According to U.S. Citizenship and Immigration Services (USCIS), F1 and J1 students must be enrolled full time (minimum 12 hours) during Fall and Spring Semesters. Summer enrollment is optional. Also, USCIS requires that F1 and J1 applicants meet all admission requirements prior to enrollment. No conditional enrollment is possible.

## Proof of English Proficiency

An international student must submit a successful Test of English as a Foreign Language (TOEFL) score or University of Michigan English Language Institute (UMELI) test given by the International English Institute in Nashville, Tennessee, before he/she can register at MTSU. Applicants who cannot obtain locally a TOEFL Bulletin of Information for Candidates should write for it well in advance to

Test of English as a Foreign Language  
P.O. Box 899  
Princeton, New Jersey, U.S.A., 08540

Inquiries concerning the TOEFL program should be directed to  
TOEFL Program Director

Educational Testing Service  
Princeton, New Jersey, U.S.A., 08540

For information on UMELI testing, contact

International English Institute  
1226 16th Avenue, South  
Nashville, TN 37212  
(615) 327-1715 or 327-1716

## Financial Aid

International students in F1 or J1 status must provide verification of financial support prior to admission as required by the United States Citizenship and Immigration Services (USCIS). There are no academic or need-based scholarships available for nonimmigrant visa holders.

### Deadlines for Completed\* Files:

**Fall Semester:** July 1 of same year; **Spring Semester:** November 1 of previous year; **Summer Semester:** April 15 of same year. (Applies to students already in the United States.)

*\*NOTE: A completed file contains ALL acceptable materials required for admission.*

## Orientation Information

All F1 and J1 students must attend IPSO orientation before they can register for classes. Information concerning IPSO orientation is sent with the final acceptance letter. Students who are in status other than F or J with USCIS will be invited to CUSTOMS orientation in the summer if they are entering in the Fall Term.

## Health and Accident Insurance

All international students in F1 or J1 status must obtain health and accident insurance as a condition of admission and continued enrollment at MTSU. Minimum requirements for coverage set by the Tennessee Board of Regents are specified on the insurance form provided by IPSO.

## Requirements

An international student will be admitted on the basis of placement recommendation by the American Association of Collegiate Registrars and Admissions Officers. International applicants are subject to academic assessment placement testing criteria and assessment when applicable.

## Application to MTSU:

### Nonimmigrants

1. Complete undergraduate application for admission.
2. Submit **\$30.00 nonrefundable application fee** (money order or check with routing numbers).
3. Submit evidence of freedom from tuberculosis.
4. Submit evidence of two rubeola vaccinations.
5. Submit a financial statement.
6. Submit official TOEFL (computer-based minimum score 173, paper-based minimum score 500) or UMELI (minimum score 80); minimum ACT composite score of 22 or SAT (930) score. (We do not accept any other than ETS official test scores for the TOEFL and SAT.)
7. Submit completed insurance form for F1 and J1 applicants.
8. Submit a front and back copy of 1-94, if applicable.
9. Submit a front and back copy of 1-20 or DS-2019, if applicable.
10. Student must have official transcripts sent from all institution(s) directly to IPSO. If transcripts are written in a foreign language, an official translation in English and an official non-translated transcript must both be sent. A syllabus of each class may be required in order to receive course substitution credit.
11. Regular admission will be granted to applicants who have one of the following:
  - a GPA of 3.00 if a new freshman
  - a minimum composite ACT of 22
  - a minimum 2.7 GPA and minimum ACT of 19
  - a GPA of 2.00 if transferring from an accredited institution.

**NOTE:** Sending all documents except transcript(s) and test scores in one envelope will expedite processing of the application. If the student does not have a Social Security number, the office will assign a student ID number for record-keeping purposes only. The Social Security number or student ID number should be on all correspondence sent to the office. All materials received become the property of MTSU and cannot be returned to the student or forwarded to a third party.

## Special English Courses

All admitted students will be subject to an English Placement exam administered by the Department of English. Results will determine whether a student takes ENGL 1040 (for credit but not fulfilling requirements), ENGL 1010 for ESL (fulfilling requirements), or ENGL 1010. ENGL 1010 for ESL requires permission of department for registration.

