

# International Programs and Services

## International Programs and Services Office Cope Administration Building 202

The International Programs and Services Office (IPSO) serves as the admissions office for international students. International students include all non-U.S. citizen applicants (visa holders and permanent residents). 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 U.S. 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-20 and IAP-66 forms and evaluating college credits obtained from foreign universities. IPSO serves as a liaison between 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 including permanent residents. All students who are non-U.S. citizens at the time of admission will be considered out-of-state for tuition purposes until they apply for and receive in-state status. Permanent residents and others 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. Immigration and Naturalization Service (INS) regulations, F1 and J1 students must be enrolled fulltime (minimum 9 hours) during Fall and Spring semesters. Summer enrollment is optional. Also, INS requires that F1 and J1 applicants meet all admission requirements prior to enrollment. No conditional admission 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

For information on UMELI testing, contact

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

## Deadlines for Completed\* Files:

**Fall Semester:** May 1; **Spring Semester:** September 1; **Summer Semester:** February 1. (Applies to students already in the United States.)

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

## Application to MTSU:

International students include visa holders and permanent resident applicants.

1. Complete graduate application for admission.
2. Submit **\$30.00 non-refundable 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 or front and back copy of permanent resident card, whichever is applicable.
6. Submit official TOEFL (computer-based minimum score 195, paper-based minimum score 525) or UMELI (minimum score 85); GRE or GMAT scores as required. (We do not accept any other than ETS official test scores for the TOEFL.)
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 IAP-66, 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.

*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.*

All F1 and J1 students must attend orientation before they can register for classes. Additional information about the services of IPSO may be found at the Web site.