

International Programs and Services

International Programs and Services Office Keathley University Center 124

The University provides immigration advisement through the International Programs and Services Office (IPSO). IPSO is responsible for issuing I-20 and DS-2019 documents used for securing visas. 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.

Admission

Admission to graduate studies at MTSU is two-fold, entailing both admission to the College of Graduate Studies and admission to an individual academic program. An applicant applies to the College of Graduate Studies, and the application is forwarded to the individual program for consideration upon receipt of all application materials. The College of Graduate Studies is responsible for the admission of all graduate students to the University. Applicants must meet the admission standards for the College of Graduate Studies and be admitted to an individual graduate program. All inquiries and correspondence regarding admission should be addressed to the College of Graduate Studies. Application information including forms, requirements, and instructions may be obtained by contacting the college or via www.mtsu.edu/graduate.

The College of Graduate Studies requires official or attested university records, with certified translations if the records are not in English. Notarized copies are not acceptable. International applicants whose highest degrees are from universities outside the United States may be required to have their credentials evaluated by an acceptable evaluation service. A list of acceptable evaluation services is listed on the College of Graduate Studies Web site. University catalogs are not mailed overseas. The MTSU Graduate Catalog is available online. Applicants residing outside the United States at the time of application can apply for the Fall and Spring Semesters only. Applicants who are already in the United States and in F1 or J1 status may also apply for Summer.

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 for residency may result in student 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 9 hours) during Fall and Spring semesters. Summer enrollment is optional. Also, USCIS requires that F1 and J1 applicants meet all admission requirements prior to the first date of enrollment. No conditional enrollment is possible.

Proof of English Proficiency

International students who will be attending the University on a visa and who are not native speakers of English or graduates of a United States undergraduate or graduate institution must submit a Test of English as a Foreign Language (TOEFL) score (minimum score of 195 computer-based, 525 paper-based, or 71 Internet-based), University of Michigan English Language Institute (UMELI) test score (minimum score of 85), International English Language Testing System (IELTS) score (minimum score of 6), or E.L.S. instruction (completion of level 112) as a demonstration of English proficiency in order to be admitted to graduate studies at MTSU. Applicants who cannot obtain locally a TOEFL Bulletin of Information for Candidates should write for it well in advance to

TOEFL Services
Educational Testing Services
P.O. Box 6151
Princeton, New Jersey, U.S.A., 08540-6151

Inquiries concerning the TOEFL program should be directed to

TOEFL Program Director
Educational Testing Service
Princeton, New Jersey, U.S.A., 08540
(609) 771-7100 or (877) 863-3546

For information on UMELI testing, contact

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

For information on IELTS testing, contact

IELTS International
100 East Corson Street, Suite 200
Pasadena, CA 91103
(626) 564-2954
E-mail: ielts@ieltsintl.org

For information on E.L.S., contact

E.L.S. Language Centers
www.els.edu
E-mail: nsh@els.edu

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: June 1 of same year; **Spring semester:** October 1 of previous year; **Summer semester:** March 1 of same year. (Applications received after these dates may be reviewed on a case-by-case basis.) Based on time requirements to obtain the necessary documentation, international applicants are encouraged to apply four months or more before the admission deadline.

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

Orientation Information

All F1 students must attend IPSO orientation before they can register for classes. Information concerning IPSO orientation is sent with the final acceptance letter.

Health and Accident Insurance

All international students in F1 or J1 status must obtain and present evidence of 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.

Application to MTSU

Nonimmigrants

1. Complete graduate application for admission (www.mtsu.edu/graduate/apply.htm); online applications are preferred.

2. Submit **\$30.00 nonrefundable application fee** (money order or check with routing numbers); Visa and MasterCard are accepted for online applications.
3. Submit evidence of freedom from tuberculosis. Upon receiving and processing applicant's application, IPSO will determine the appropriate form and send notification of which form to use.
4. Submit evidence of two rubeola vaccinations. Applicants should consult the MTSU Student Health Services Web site for current information on immunization requirements (www.mtsu.edu/~mthealth).
5. Submit a financial statement demonstrating resources sufficient to cover expenses to study at MTSU.
6. Submit official TOEFL (computer-based minimum score 195, paper-based minimum score 525, Internet-based minimum score 71), UMELI (minimum score 85), IELTS (minimum score 6), or E.L.S. level 112. 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 I-94, if applicable.
9. Submit a front and back copy of I-20 or DS-2019, if applicable.
10. Student must have official transcripts sent from all institution(s) directly to the external evaluation service, if required. If transcripts are written in a foreign language, an official translation in English and an official nontranslated transcript must both be sent. A syllabus of each class may be required in order to receive course substitution credit.
11. Submit official GRE or GMAT score. We can only accept copies if our institution code (1466) is listed as a score recipient.

NOTE: Applying online will expedite the processing of the application. In the event that a paper application is used, sending all documents except transcript(s) and test scores in one envelope will expedite processing of the application. The University will assign a student ID number for record-keeping purposes only. The student ID number should be on all correspondence sent to the College of Graduate Studies. All materials received become the property of MTSU and cannot be returned to the student or forwarded to a third party.

