

INTERNATIONAL UNDERGRADUATE ADMISSION APPLICATION

Please complete the application using black ink. Submit it with \$50 non-refundable application fee to:

Portland State University
Office of Admissions, Registration & Records
PO Box 901
Portland, OR 97207-0901

Please print neatly.

1 Entry Year **Choose One**

Fall Spring
 Winter Summer

2 Have you previously applied to or attended Portland State?

No Yes

Last year and term applied or attended:

Fall Spring
 Winter Summer

3 Please indicate major code (see appropriate 4 digit codes on back of this application)

Intended Major:

Intended Minor (if applicable):

Intended Pre-Professional Program (if applicable):

4 Social Security Number

Oregon High School Student ID Number (If known)

5 Legal Name

Last First Middle

6 Other names that may appear on your transcripts

Contact Information

7 Current Residence The University will send all mail to current residence. Permanent residence will be used when current residence is undeliverable.

Mailing Address City, State Zip/Postal Code County Nation

Home Phone Alternate Phone Email (used to contact you during admissions process)

8 Permanent Residence

Mailing Address City, State Zip/Postal Code County Nation

Home Phone

9 Parent or Guardian

Parent
Name Phone Email Guardian

Mailing Address City, State Zip/Postal Code County Nation

Personal Information

10 Are you a first-generation college student: (Neither parent graduated from a U.S. college/university)

Yes No

11 Did one or both of your parents graduate from PSU?

Yes No

12 Your Gender

Male Female Other

13 Your Birthdate

mm/dd/yyyy

14 Are you a U.S. Citizen? If yes, skip to question 18

Yes No

15 Are you a Permanent Resident of the U.S.? Enclose a photocopy of the front and back of your Permanent Resident Card

Yes No Decision Pending

If yes, date your Permanent Resident card was issued:

mm/dd/yy

Permanent Resident card number

16 If you are neither a citizen nor a Permanent Resident, please list:

Country of Birth Country of Citizenship

17 If you currently reside in the U.S. on a non-immigrant visa, please list visa type and expiration date listed on your I-94 Card:

F1 J1 F2 J2 Other

mm/dd/yy

18 High School

Name City/State Nation

19 Date of Graduation OR Date GED awarded

mm/yy mm/yy

20 SAT

Verbal Math Writing

ACT

Composite

High School GPA (unweighted)

21 College/University Information Required

In chronological order, list each community college, junior college, trade school, vocational school and/or university you have attended, including Portland State. Submit or send official transcripts directly to the Office of Admissions from all institutions attended, other than Portland State. Please write "none" if no colleges were attended. This is required information. Use additional pages if necessary. Admission may be rescinded if your entire educational history is not disclosed on this application.

Table with columns: Institution Name, Location (City, State/Province, Nation), Dates of Attendance (mm/dd/yy -to- mm/dd/yy), Degree Received

22 Do you wish to be considered for the international Achievement Scholarship. This Award is for International Students and is based on academic merit.

Yes No

22 Tuition Classification Required

An Oregon "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained a physical domicile in Oregon for at least 12 months. This must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at the institution of higher education. Living, working, owning property or attending school in Oregon will not, in itself, establish legal residence for tuition purposes.

Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residency information must be supplied by each person applying for admission to Portland State University. Omission of information will result in a tuition classification of non-resident. Contact the Office of Admissions if you have questions about your residency status. Note: if your residency status is unclear, you must complete a Residency Information Affidavit.

Have you resided in Oregon for 12 Consecutive months? Yes No If yes, when did your most recent continuous presence in Oregon begin? mm/yyyy

Did a parent or legal guardian claim you as a dependent for the prior tax year? Yes No

Did a parent or legal guardian provide at least half of your financial support in the last 12 months? Yes No

Do you have an Oregon driver's license? Yes No List date of issuance? mm/yy

Did you or your spouse enter military service from Oregon? Yes No If yes, from: mm/yy -to- mm/yy

Are you or your spouse on active duty stationed in Oregon? Yes No If yes, from: mm/yy -to- mm/yy

Did you file tax returns in Oregon? Yes No If yes, list last two years filed: yyyy yyyy

If you are employed in the state of Oregon, list name of current employer and city

If you are under 24 you must answer all the following questions:

Did a parent or legal guardian reside in Oregon for 12 consecutive months? Yes No

If yes, when did your parent or legal guardian most recent continuous presence in Oregon begin? mm/yy

Is your parent or legal guardian employed in the state of Oregon? Yes No

Parent's Employer, City, State:

Did your parent or legal guardian file tax returns in Oregon? Yes No Last two years filed: yyyy yyyy

Did your parent or legal guardian enter military service from Oregon? Yes No If yes, from: mm/yy -to- mm/yy

Is your parent or legal guardian on active duty stationed in Oregon? Yes No If yes, from: mm/yy -to- mm/yy

I certify that all statements on this application are complete and true. I also understand that if I am admitted and do not enroll for the term to which I am admitted, I must update my application within one year. If I do not enroll within one year, I must submit a new application and non-refundable fee. I understand that my application may be cancelled if I do not provide complete and accurate information.

Signature of Applicant Date

\$50 Application Fee Payment Option When Using Paper Application : Check or Money Order, payable to Portland State University Important Note: \$50 application fee can be paid with credit card when using online application ONLY.

HOW TO APPLY

The \$50 application fee is payable by credit card but **ONLY** when applying online.
www.pdx.edu/admissions/apply

Recommended Filing Dates

Fall Term	February 1
Winter Term	July 1
Spring Term	November 1
Summer Term	February 1

Inquiries

503-725-3511
1-800-547-8887
Fax 503-725-5525
intladm@pdx.edu
www.pdx.edu

Send application materials to:

Portland State University
Office of Admissions,
Registration & Records
PO Box 901
Portland, OR 97207-0901

Application Instructions

- 3. Intended Major, Minor, Pre-Professional Program, or Certificate** – If you do not indicate a major, your major will be listed as undeclared in your student record. If you indicate a minor or pre-professional program, you should also indicate a major.
- 4. Social Security Number (SSN)** – The SSN is used for identifying and maintaining the security of records between individuals with the same name. Each student's SSN is kept confidential and, except for legitimate uses within the University, is released only when accompanying records that are requested to be released by the student. Social Security Number Disclosure and Consent Statement – You are requested to voluntarily provide your SSN to assist OUS (Oregon University System) and organizations conducting studies for or on behalf of OUS in developing, validating, or administering predictive tests; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. OUS will disclose your SSN only if the studies are conducted in a manner that does not permit personal identification of you by the individuals other than representatives of OUS (and organizations conducting the study for OUS) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your SSN, you are consenting to the uses as identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your SSN and consent to its use are not required and, if you choose not to do so, you will not be denied any right, benefit or privilege provided by law. You may revoke your consent of the use of your SSN at any time by writing to: Portland State University, Office of Admissions, Registration & Records, PO Box 751, Portland, OR 97207-0751. Oregon High School ID Number— If you graduated from an Oregon high school, please provide your Oregon Student Identification Number (optional).
- 5. Legal Name** – Last/family, first and middle names.
- 6. Other Names** – Indicate other names, such as a maiden name or nicknames that may appear on your records and transcripts.
- 7. Current Residence** – All mailings will be sent to the current residence. Please list home and alternate phone number and email address for current residence.
- 8. Permanent Residence** – All mailings will be sent to the current residence. Please list home number and email for permanent residence.
- 9. Parent or Guardian** – Please list contact information for your parent or guardian.
- 14. U.S. Citizen** – Please mark yes only if you are a citizen by birth or by naturalization.
- 15. Permanent Resident** – Please mark yes only if you have been issued a Permanent Resident Card by the U.S. Immigration and Naturalization Service. Include date card was issued and a photocopy of the front and back of the Permanent Resident Card. You may also mark yes if you have applied to become a Resident Alien. Please include proof that your Permanent Resident application is in progress.
- 17. Visa Type** – If you are currently in the U.S. on a non-immigrant visa, please list visa type, date issued (month, day and year).
- 18. High School** – List name, city, state/province and country of high school.
- 19. Date of Graduation** (or expected date) – List month, day and year of graduation or awarding of GED.
- 21. College or University Information** – In chronological order, list all colleges, community colleges, junior colleges and/or universities attended. Include name of institution, location (city, state/province and country), dates attended (month and year), and degree and date received. **This is required information.** Use additional pages if necessary. Admission may be rescinded if your entire educational history is not disclosed on this application.

Tuition Classification

- 22. Resident/Nonresident** – You must complete all information. Establishment of domicile in Oregon for 12 months or more prior to the term of entry is the first factor examined in determination of residency. Dependency on an Oregon parent/guardian, armed services personnel assigned to duty and living in Oregon, and Native Americans whose tribal boundaries were originally in Oregon are possible exceptions to this rule. Also considered is intent; your primary purpose in moving to Oregon. That is, if you have moved to Oregon primarily for the purpose of obtaining an education, you may not be granted residency. Also

examined are financial resources, as well as other indications that you intend to make Oregon your home.

You may be considered an Oregon Resident if:

- You moved to Oregon for reasons other than to attend school
- You have lived in Oregon for at least 12 months before registering for PSU
- You are financially independent and meet A and B above
- You are a member of a Native American tribe whose boundaries were originally in Oregon
- You have been approved for permanent residency in the U.S. and meet all other domicile and financial conditions
- You are a member of the armed services assigned to duty and living in Oregon
- You hold an A, E, H, K, L or other eligible visa or have been granted refugee or political asylum status **or**
- You are financially dependent upon an Oregon resident
- You have been claimed as a dependent for tax purposes by an Oregon resident who has been living in Oregon for at least 12 months

You may be considered a nonresident if:

- You are enrolled in a college or university more than eight credit hours per term within 12 months of moving to Oregon
- You have been claimed as a dependent on state and/ or federal tax returns by someone living in another state
- Your primary source of financial support comes from someone living outside Oregon
- You possess one of the following non-immigrant or temporary visas: B, C, D, F, J, and M

You must complete all questions in this section. Failure to do so may result in your classification as a nonresident. If you are under the age of 24 you must also complete the parent/guardian information. Additional information may be requested.

Admission Requirements

For U.S. Citizens and U.S. Permanent Residents

High School Students/Graduates

High school students who have graduated from standard, public U.S. high schools or regionally accredited private U.S. high schools must:

- Graduate from a standard or accredited high school with a cumulative grade point average of at least 3.0 in all graded subjects.
- Take the SAT or ACT and designate Portland State University as the recipient of your SAT or ACT scores. Portland State University is school code 4610. **Important:** Students who choose to take the ACT must complete and submit scores for the writing portion of the ACT.
- Complete 14 units of college preparatory work with a grade of C- or better, or meet Oregon Proficiency-based Admission Standards System (PASS) in the following areas:

English: 4 units

Mathematics: 3 units culminating in at least the Algebra II level

Science: 2 units (one year of laboratory science recommended)

Social Studies: 3 units

Second Language: 2 units of the same language. This requirement applies to any students graduating from high school or obtaining their GED in 1997 or any year after.

Non-Accredited or Non-Standard High School Students/Graduates

High school students from non-accredited or non-standard high schools or home-schooled students may seek admission to the university through the following alternative means:

1. Aptitude Tests

Students must earn a combined score of at least 1000 on the SAT Reasoning Test's Critical Reading and Mathematics sections or 21 composite on the ACT. Note: If ACT scores are submitted, students must also take the writing portion of the ACT and take two SAT subject tests (Math Level I or II, and one additional subject test of the student's choice). Students must earn a minimum score of 470 on each subject test. It is recommended that one subject test be in a second language to fulfill the second language subject requirement and meet Second Language Proficiency Requirement.

OR

2. Take Test of General Education Development (GED) and earn a minimum overall average score of 580 and a minimum score of 410 on each subject test and meet Secondary Language Proficiency Requirement.

OR

3. Enter Portland State as a College Transfer Student (See "College Transfer Students").

Note: If you graduated 3 or more years ago from high school, SAT testing not required.

No High School Graduation

Students who did not graduate from high school may be considered for admission based on scores from the Test of General Education Development (GED).

1. Students must earn a minimum overall average score of 580 and a minimum score of 410 on each subject test and meet Second Language Proficiency Requirement

OR

2. Enter Portland State as a College Transfer Student (See "College Transfer Students" below). **Note:** If the GED was taken prior to January 1, 2002 students must earn a minimum overall average score of 46 and a minimum score of 40 on each subject test.

College Transfer Students

1. Qualified students with 30 or more transferable quarter credits (20 semester credits) will be admitted as transfer students. Students with fewer than 30 transferable quarter credits must meet both the requirements for college transfers and high school students. Official high school and college transcripts must be submitted.
2. Meet minimum college GPA requirements: 2.25, with Associate's Degree 2.0.
3. Transfer students must have completed WR 121 or its equivalent with a grade of C- or better.
4. Meet Second Language Proficiency Requirement.

Note: Students earning a GED or high school diploma in the current year must also provide their official GED scores or high school transcript.

Second Language Proficiency Requirement

All applicants who have graduated from high school or earned a GED in 1997 or any year after must demonstrate proficiency in a second language. Students may demonstrate proficiency by meeting one of the following options:

1. Pass with a C- or better, two years of the same high school level second language
- OR**
2. Pass with a C- or better, the third year of a high school-level second language
- OR**
3. Pass with a C- or better, two quarters or two semesters of college level second language

OR

4. Pass a proficiency exam. Student must provide official high school or college transcripts to indicate the Second Language Proficiency Requirement has been met. For a complete list of proficiency exams available for meeting the Second Language Proficiency Requirement (including American Sign Language), please contact the University's Office of Admissions, Registration & Records, or view the OUS Second Language Policy at <http://www.ous.edu/stucoun/prospstu/files/lang02.pdf>

For International Students

We accept international students for every term. Students applying from outside the U.S. are encouraged to apply at least six months in advance of the term of admission.

For questions about international admission, email us at intladm@pdx.edu.

1. Minimum Grade Point Average (GPA) requirements:

- a. High School/Secondary School Graduates: Cumulative GPA of 3.0 when adjusted to the US 4.0 scale.
- b. Transfer Students: Cumulative GPA of 2.25 on 30 or more transferable quarter credit hours when adjusted to the US 4.0 scale.
- c. International transfer students must complete writing 121 with a C- or better either before admission or within one term of PSU enrollment

2. **English Language Proficiency Requirements:** Applicants who meet the English language proficiency requirement may enroll in academic classes. Those who do not meet this requirement will be restricted to ESL classes until the requirement has been met. Applicants may demonstrate English language proficiency by submitting the following test results: Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS): Students submitting the following scores may enroll in academic classes:

Paper-based test (PBT) 525, Computer-based test (CBT) 197, or Internet-based test (IBT) with minimum sub scores of 16 each for reading and listening, and 14 each for speaking and writing, or 6.5 or better overall score on IELTS with a minimum of 6.0 on each individual band.

Alternative Admissions

If you do not meet the admissions requirements as stated above, you will be considered for admissions based on a combination of GPA and test scores. Students who are not admitted using this combination of GPA and test scores may appeal to a faculty committee for special consideration. Contact our Office of Admissions, Registration & Records for more information. **These admission requirements are subject to change. Please refer to our website at www.pdx.edu/admissions for the most current requirements.**

Undergraduate Majors, Minors, Certificates

MAJOR	MINOR	CERTIFICATE
MASV	Aging Services	
ANTH	Anthropology	●●
APLN	Applied Linguistics	●●●
ARCH	Architecture	●●
ARTH	Art History	●●
AHIS	Art: Art History (Studio Concentration)	●●●
CISM	Art: Creative Industries Studies	●
DMGT	Art: Design Management	●
AGDS	Art: Graphic Design	●●
	Art: Photography	●
ARST	Art: Studio	●
TIME	Art: Time Arts	●
AL	Arts & Letters	●
ARTS	Arts Studies	●
BI	Biology	●●
BIBO	Biology: Botany	●
BIMM	Biology: Micro/Molecular	●
BIOR	Biology: Organismal	●
BMI	Biomedical Informatics 3+2	●
CBIO	Biotechnology	▲
BST	Black Studies	●●▲
ACTG	Business Administration: Accounting	●
ADMM	Business Administration: Advertising Management	●●
ADMG	Business Administration: Advertising Management	●
BAM	Business Administration: Business Administration	●
FIN	Business Administration: Finance	●
FIMC	Business Administration: Food Industry Management	▲
GBA	Business Administration: General Management	●
HRM	Business Administration: Human Resource Management	●
ISQA	Business Administration: Information Systems	●
IBSC	Business Administration: International Business Studies	●
MKTG	Business Administration: Marketing	●
REFN	Business Administration: Real Estate Finance	●
SLM	Business Administration: Supply & Logistics Management	●
CH	Chemistry	●●
CHBI	Chemistry: Biochemistry	●●
CLAC	Chicano/Latino Studies	▲
CFS	Child & Family Studies	●
CVLM	Civic Leadership	●
CMST	Communication Studies	●●
CD	Community Development	●●
MHE	Community Health	●●
MCAP	Computer Applications	●
CS	Computer Science	●●
CCJ	Criminology & Criminal Justice	●●▲
MD	Dance	●
ELEM	Elementary Education	●
EC	Economics	●●
CE	Engineering: Civil	●
CMPE	Engineering: Computer	●
EE	Engineering: Electrical	●●
MENE	Engineering: Environmental	●●
ME	Engineering: Mechanical	●
ENG	English	●●
MEG	Environmental Geology	●
EVSC	Environmental Sciences	●●
EVST	Environmental Studies	●●
FLM	Film	●
FILM	Film Studies	●
MAR	Foreign Languages: Arabic	●
CHN	Foreign Languages: Chinese	●●
FR	Foreign Languages: French	●●
GER	Foreign Languages: German	●●
JPN	Foreign Languages: Japanese	●●
RUS	Foreign Languages: Russian	●●
SPAN	Foreign Languages: Spanish	●●
GEOG	Geography	●●
G	Geology	●●
HSCE	Health Studies: Community Health Education	●
HSHS	Health Studies: Health Sciences	●
HSPX	Health Studies: Physical Activity/Exercise	●
HSSH	Health Studies: School Health	●
HST	History	●●
ISAF	International Studies: African Studies	●●
CANC	International Studies: Canadian Studies	▲
CTSC	International Studies: Turkish Studies	▲
ISEA	International Studies: East Asian Studies	●●
ISEE	International Studies: European Studies	●●
ISID	International Studies: International Development	●
ISLA	International Studies: Latin American Studies	●●
MIS	International Studies: Law & Legal Studies	●
ISME	International Studies: Middle East Studies	●●
MIEC	International Economics	●
LLST	Law & Legal Studies	●
LIB	Liberal Studies	●
MTH	Mathematics	●●
MMMS	Mathematics for Middle School Teachers	●
MUS	Music (BA/BS)	●●
MCMP	Music: Composition (BM)	●
MUED	Music: Education (BM)	●
MMHS	Music: History	●
MJZZ	Music: Jazz (BM)	●
MJAZ	Music: Jazz Studies	●
MUSM	Music: Performance (BM)	●
MUVV	Music: Voice (BM)	●
MNAS	Native American Studies	●
PHL	Philosophy	●●
PH	Physics	●●
PECM	Political Economy	●
PS	Political Science	●●
PSY	Psychology	●●
REDV	Real Estate Development	●
SCI	Science	●
SEDM	Secondary Education	●
SXGQ	Sexuality, Gender & Queer Studies	●
SSC	Social Science	●
SWB	Social Work (BSW)	●
SOC	Sociology	●●
SPSC	Space & Planetary Science	●
MSPD	Special Education	●
SHS	Speech & Hearing Sciences	●
MSUS	Sustainability	●
MSUD	Sustainable Urban Development	●
TESL	Teaching English as a Second Language	▲
TJLC	Teaching Japanese as a Foreign Language	▲
TA	Theater Arts	●●
UNDC	Undeclared or Undecided	
VART	Visual Art (BFA)	●
WST	Women's Studies	●●▲
MWR	Writing	●

Pre-Professional Programs

PAGR	Pre-Agriculture
PCHI	Pre-Chiropractic
PMDT	Pre-Clinical Laboratory Science
PCYT	Pre-Cytotechnology
PDNH	Pre-Dental Hygiene
PDEN	Pre-Dentistry
PFOR	Pre-Forestry
PLAW	Pre-Law
PMED	Pre-Medicine
PNTM	Pre-Naturopathic Medicine
PNUR	Pre-Nursing
POCT	Pre-Occupational Therapy
POPT	Pre-Optometry
PPHR	Pre-Pharmacy
PPHT	Pre-Physical Therapy
PPHA	Pre-Physician Assistant
PPOD	Pre-Podiatry
PRAT	Pre-Radiation Therapy
PVTM	Pre-Veterinary Medicine
PEDD	Pre-Teacher Education

Financial Certification & Immigration Information

Rev. 03/2010

Personal & PSU Program Information

Please print your full name exactly as it appears on your passport or birth certificate. We can not issue your I-20 until we receive this form from you. Please complete both sides of the form and attach all documents.

1. Name: _____ 2. PSU ID Number (if known): 9 ____ - ____ - ____
Family Given Middle
3. Date of Birth: ____ / ____ / ____ 4. Country of birth: _____ 5. Country of citizenship: _____
Month Day Year
6. Email address: _____ 7. Intended Major at PSU: _____
8. Year to begin studies at PSU: 20____ 9. Term (choose only one): Fall/ (Sept) Winter/ (Jan) Spring/ (March) Summer/ (June)
10. Intended degree at PSU (choose only one): Undergraduate Postbaccalaureate Master's Doctoral
11. Would you like to give anyone permission to ask about your application? If so, please list name(s):

Immigration Information

12. Address of current physical location: _____
13. If you are currently **inside the U.S.**, please list your current visa type: visa type: _____ visa date: _____
- Do you plan to maintain this visa type to attend PSU? Yes No
 - If you plan to change to an F1 student visa and your current visa type is other than FI, do you plan to travel outside the U.S. to apply for your F1 visa? Yes No
 - If you are now on an F1 visa, do you plan to travel outside of the U.S. before beginning study at PSU? Yes No
14. If you are currently **outside the U.S.**, with what visa type do you plan to enter the U.S.? visa type: _____
- Do you plan to change to a different visa type to attend PSU? Yes No
 - If Yes, are you planning to travel outside of the U.S. to change your visa type? Yes No
 - Do you plan to travel before beginning study at PSU? Yes No

I-20 Information (F or J visas only)

15. Address in home country (required to process I-20): _____
16. Would you like your I-20 to be picked up? Yes No
- If **Yes**, by whom: _____
- | Name | Email address | Phone Number |
|-------|---------------|--------------|
| _____ | _____ | _____ |
- If **No**, please print address to send I-20 _____
17. All first, initial I-20's mailed outside of the United States or Canada will be sent via **express delivery** (Fed-Ex or DHL) at the University's expense. If you do not wish to receive your I-20 via express delivery, please initial in the line provided.
- I wish to have my I-20 mailed via standard post. _____ (please initial)

Dependent Information (F or J visas only)

18. Do you plan to bring dependents? Yes No
19. If **Yes**, certain biographical details are required for immigration document preparation. Please provide the requested information exactly as written on your dependent's passport. Indicate date of birth in this format: month/day/year.
- | Family Name | Given Name | Gender | Date of Birth | Country of Birth | Country of Citizenship |
|----------------|------------|--------|---------------|------------------|------------------------|
| Spouse: _____ | _____ | _____ | _____ | _____ | _____ |
| Child 1: _____ | _____ | _____ | _____ | _____ | _____ |
| Child 2: _____ | _____ | _____ | _____ | _____ | _____ |
| Child 3: _____ | _____ | _____ | _____ | _____ | _____ |

Declaration of Finances

International students who will study at PSU on an F-1 visa must first obtain an I-20 Form from PSU before they apply for the student visa at a U.S. Consulate. The U.S. government requires us to obtain verification of a student's financial capability to live and study at PSU. The I-20 document will not be issued without the completion of the information below and submission of the necessary supporting documents. All funds are subject to currency exchange fluctuation. All expenses are subject to change. Students should not plan to attend Portland State University until they have been issued an I-20 Form by PSU and have secured the appropriate F1 visa from a U.S. Consulate. Please do not schedule your visa appointment until you have received your I-20.

Sources of Funding: You must document your sources of funding for the first year of study at Portland State University. Please check at least one and provide appropriate documentation. **Personal or sponsor documentation must be from a savings or draft/checking account** and indicate the current balance in the account in the currency in which it is held. (Please do not convert to U.S. dollars unless account is in U.S. dollars.) An original letter or bank statement on bank stationery is required. The document must list: date the account(s) opened, name(s) of account holder(s), and present balance. The bank statement must be no more than six (6) months old. Real estate holdings, personal property, solvency certificates and common stock holdings can not be used to confirm financial support.

If you will reside with a sponsor in the Portland area, the sponsor may submit a salary statement from their employer on business stationery which must indicate: dates and nature of employment, salary earned, and whether the position is temporary or permanent. This may be used to show the ability to meet the living expenses portion of the financial documentation requirement. A bank statement must verify that the cost of tuition can be covered.

	Funding Source	Required Documentation	Amount U.S. Dollars
<input type="checkbox"/>	Personal funding	Original bank statement is required.	\$
<input type="checkbox"/>	Family or private sponsor	Original bank statement, plus Affidavit of Support section completed below.	\$
<input type="checkbox"/>	Government or Agency sponsor	Original official letter of Billing Authorization is required. Full disclosure of the extent, amount and inclusive dates of government or agency support is necessary. The letter must be addressed to Portland State University	\$
<input type="checkbox"/>	Loans	Authorized/approved loan guarantee forms or letters are required. Inclusive dates of authorization and distribution of funds are required.	\$
<input type="checkbox"/>	University Support	Students receiving graduate teaching or research assistantships (TA/RA) <u>must</u> have their academic department submit a copy of the official letter of offer directly to the Office of Admissions.	\$
<input type="checkbox"/>	Other resources	List specific details of other means of financial support. Private documentation of the availability of funds is required.	\$
		Total:	\$

Statement of Financial Support

If the name appearing on the financial documents belongs to someone other than the student, the following information or the U.S. Government Form I-134 'Affidavit of Support' must be completed by the sponsor whose name appears on the document.

I certify that I am willing and able to provide a minimum of \$ _____ (U.S. dollars) each year for the educational expenses of _____ (student's name), who is my _____ (relationship), while at Portland State University. Official documentation of my financial resources accompanies this Statement of Support. I promise to notify PSU immediately if at any time I must discontinue providing for the educational expenses of this student.

Signature of Sponsor: _____ Date: _____

Printed Name of Sponsor: _____

Address of Sponsor: _____

Email of Sponsor: _____ Phone: _____

Certification and Signature

I certify that all statements on this form are true and accurate and that the stated funds are available for my education expenses at Portland State University. I will notify Portland State University of any changes in my financial situation. I understand that misrepresentation of these documents may lead to disciplinary action.

Student Signature: _____ Date: _____

Office of Admissions, Registration & Records

Post Office Box 751 503-725-3511 tel
 Portland, Oregon 97207-0751 503-725-5525 fax
 intladm@pdx.edu



**TUITION, FEES, AND ESTIMATED LIVING EXPENSES
 FOR INTERNATIONAL STUDENTS
 2010-2011 Academic Year**

UNDERGRADUATE AND POST-BACCALAUREATE

U.S. immigration regulations require undergraduate and post-baccalaureate international students to complete a minimum of 12 credits per quarter. Many undergraduate students take more credits than are required. The cost for each additional credit is at most \$482. Students are responsible to check with their departments about full time enrollment requirements and departmental tuition and fee charges which may exceed these estimates.

Tuition for 12 credits per term	\$17,352	3 quarters (9 months) @ \$5,784 quarter
Fees for 12 credits per term	\$ 2,148	3 quarters (9 months) @ \$716 per quarter (fees + health insurance)
Living Expenses	<u>\$13,533</u>	(refer to annual cost of living breakdown below)
Estimated cost for 9 months*	\$33,033	Undergraduate & Post-baccalaureate

MASTER'S AND DOCTORAL

U.S. immigration regulations require graduate international students to complete a minimum of 9 credits per quarter. Many graduate students take more than the required number of credits each quarter. The cost for each additional credit is at most \$531. Students are responsible to check with their departments about full time enrollment requirements and departmental tuition and fee charges which may exceed these estimates.

Tuition for 9 credits per term	\$14,337	3 quarters (9 months) @ \$4,779 per quarter
Fees for 9 credits per term	\$ 2,148	3 quarters (9 months) @ \$716 per quarter (fees + health insurance)
Living Expenses	<u>\$13,533</u>	(refer to annual cost of living breakdown below)
Estimated cost for 9 months*	\$30,018	Master's & Doctoral

Please note: The above expenses are estimated for the academic year only. Students who plan to remain in the United States during summer term should plan to have an additional \$4,077 available.

ESTIMATED COST OF LIVING FOR 2009-2010 ACADEMIC YEAR

Rent	\$620	per month	X	9 months	=	\$5,580
Food	\$330	per month	X	9 months	=	\$2,970
Misc/Personal	\$335	per month	X	9 months	=	\$3,015
Books	\$656	per quarter	X	3 quarters	=	<u>\$1,968</u>

Total estimated living expenses for 9 months **\$13,533**

Students whose spouses accompany them should plan to have an additional \$831/month.
 For each child accompany student, an additional \$510/month should be available.

Tuition, fees, and estimated living expenses increase each year. The amounts reflected above are specifically for the 2010-2011 academic year and reflect the tuition charges most students will pay. Some departments charge different levels of tuition. Please check with your department before you arrive to be sure you are aware of what your actual expenses may be. While immigration regulations ask you to prove that you have the above amount available for each year of study at Portland State, your actual expenses may be more, or less, than our estimates depending on what you study and the number of credits in which you enroll. You may review all tuition schedules here: <http://www.pdx.edu/bao/tuition-fees>

PROOF OF FINANCIAL RESOURCES FREQUENTLY ASKED QUESTIONS

Why do I need to submit proof of financial resources?

Per government regulations, all international students wishing to obtain a student visa (either F-1 or J-1) must provide their respective educational institutions with evidence of adequate financial support for at least their first year of study.

I do not intend to study at PSU with an F-1 or J-1 student visa. Must I show proof of financial resources?

No. Only applicants who intend to study at PSU with F-1 or J-1 student visas must submit proof of financial resources.

Can you issue my I-20 before I show proof of financial support?

No. We must receive sufficient financial documentation prior to issuing your I-20 immigration document.

What is the amount of financial resources I must provide?

U.S. immigration regulations require F-1 and J-1 students to provide their respective educational institutions with proof of financial resources for at least their first year of study. IMPORTANT NOTE: The visa officer at the U.S. Embassy or Consulate may require that you show proof of financial support for your entire degree program. If you must apply for or renew your F-1 or J-1 student visa before joining PSU, please check with the U.S. Embassy or Consulate in your country for exact requirements.

I plan to transfer away from Portland State in less than 1 year. Do I still have to show the amount listed?

Even if you plan to transfer away from Portland State before the end of one year, U.S. immigration regulations require that you show proof of financial support for a minimum of one year of study.

Will I need to take only the number of credits reflected on the "Tuition, Fees, and Estimated Living Expenses"?

U.S. Immigration regulations require F-1 and J-1 student visa holders to complete a minimum number of credits per quarter. Undergraduate and postbaccalaureate international students must complete a minimum of 12 credits each quarter; masters and doctoral students must complete a minimum of 9 credits per quarter. If you change your major, you may need to enroll for additional credits which may mean you have to extend your program of study. You may also choose to take more than the required minimum number of credits each term.

I have a bank letter that indicates I have maintained a bank account for a certain number of years, but it does not specify my account balance. Is this bank letter acceptable?

No. The following information must appear on an original bank statement or bank letter on official bank stationery: (1) the account holder's name, (2) the account number(s), (3) the date the account was opened, and (4) the current account balance(s).

I don't have enough money in a bank account, but I have other assets. Will they be acceptable for an I-20?

No. Real estate holdings, insurance policies, personal property, and stock holdings cannot be used to confirm financial support.

Do I have to show my own personal financial resources, or can I show the resources of a relative or other sponsor?

Your tuition and living expenses can be provided by a family member or a private sponsor. Your sponsor must complete and sign the PSU Statement of Support or the U.S. Citizenship and Immigration Services I-134 Affidavit of Support form. Your sponsor also must submit an original bank statement/letter with the specific details as described above.

Is my sponsor required to submit an affidavit of support?

Yes. Your sponsor must complete one of the following documents: (1) the PSU Statement of Support form or (2) the U.S. Citizenship and Immigration Services I-134 Affidavit of Support form. We must receive one of these forms and your sponsor's necessary supporting financial documentation before we can issue your I-20 form.

I am sponsored by my government. What kind of financial documentation should I submit?

Your government must send us an original, official Billing Authorization Letter with full disclosure of the extent and amount of government or agency support including dates of sponsorship and any special conditions.

I don't think I will require so much money for living expenses. Do I still have to show the amount listed?

Yes. The "Tuition, Fees, and Estimated Living Expenses for International Students" amounts reflect the average cost of living for international students in Portland. It is unlikely that your living expenses will be less than the estimated amount.

I will be living with a relative or host family in Portland. Must I provide a bank statement for the full amount of the estimated living expenses?

No. You do not have to provide a bank statement for the portion of your living expenses that will be provided by your relative or host family. Your relative/host sponsor must be a US citizen, permanent resident, or be otherwise legally authorized to work in the US, and this individual cannot be an international student on an F-1 or J-1 visa. In addition to an Affidavit of Support form (as described above), your relative/host sponsor must submit one of the following documents: (1) a bank statement or (2) an employment letter on business stationery with the following details: (a) date of employment, (b) job title, (c) annual salary, and (d) whether position is temporary or permanent. Please note that you are required to submit an official bank letter/statement (either yours or your sponsor's) for the amount of your first year's tuition and fees.

I am applying to a graduate program. How can I get a graduate assistantship?

Graduate assistantships are awarded by graduate academic departments. Please check with your prospective graduate department regarding your eligibility for a teaching or research assistantship. If you receive a graduate assistantship, your department automatically will send a photocopy of your assistantship award letter to the Office of Admissions, Registration, and Records. This photocopied letter will be used toward the financial documentation you must submit before being issued an I-20 document.

English Language Proficiency Requirement (Do I need to take the TOEFL or IELTS exam?)

Undergraduate or Postbaccalaureate Students

International students can be conditionally admitted to PSU without meeting the English language proficiency requirement or taking the TOEFL or IELTS. However, in this case enrollment will be restricted to English as a Second Language (ESL) courses. Students admitted to PSU on a conditional basis must meet one of the acceptable proofs of English language proficiency (listed below) before they can begin non-ESL courses at PSU.

Graduate Students

All graduate students whose native language is not English must meet the English language proficiency requirement before enrollment in academic classes. Please note that this requirement applies to all students, including permanent residents and U.S. citizens. Very few graduate departments will approve conditional admission with restriction to English as a Second Language (ESL) classes. Please ask your graduate coordinator to explain your department's policy.

Acceptable proof of English Language Proficiency:

1. Minimum required official score (listed in box below), achieved within the last two years, on the International TOEFL (Test of English as a Foreign Language) exam, the PSU Institutional TOEFL, or the IELTS (International English Language Testing System) exam;
2. Test score more than two years old *if* the score exceeded the minimum requirement *and* you have maintained continuous residency in the U.S. since the exam date; or
3. Completion of a 4-year bachelor's degree, master's degree or doctoral degree at a college/university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland.

Unacceptable proof of English Language Proficiency (these do NOT meet the requirement):

1. Test score less than PSU's minimum requirement (listed in box below);
2. Test score more than two years old (unless you have lived in the U.S. continuously since the exam date);
3. Institutional TOEFL score from any school except PSU;
4. Completion of an ESL program at another school;
5. Successful completion of English, Writing, or Literature classes;
6. A diploma from a U.S. high school;
7. An associate's degree from a U.S. community college; or
8. A bachelor's degree representing less than 4 years of study.

How to Order Official TOEFL or IELTS Scores:

- **PSU Institutional TOEFL:** International Admissions already has your official score report.
- **International TOEFL:** The TOEFL is administered by the Educational Testing Services (ETS). International Admissions must receive an official score report directly from ETS. Please use PSU's institution code **4610** and the department code **00** when you order an official TOEFL score report from ETS. Contact information is available at www.toefl.org.
- **IELTS:** Test Report Forms are sent directly to PSU from the IELTS Testing Center where you took the test. Please contact your testing center to order an official IELTS score report. Contact information is available at www.ielts.org.

ENGLISH LANGUAGE REQUIREMENTS FOR ALL TERMS THROUGH SUMMER 2011

	<u>PBT**</u>	<u>CBT**</u>	<u>IBT**</u>	<u>IELTS</u>
Undergraduate/Postbaccalaureate	527	197	Minimum each section: 16 reading; 16 listening; 14 speaking; 14 writing	6.0 overall , minimum 6.0 in reading & writing
Master's/Doctoral	550*	213*	Minimum each section: 18* reading; 18* listening; 16* speaking; 16* writing	6.5* overall , minimum 6.5* in reading & writing

ENGLISH LANGUAGE REQUIREMENTS FOR ALL TERMS FALL 2011 AND BEYOND

	<u>PBT**</u>	<u>CBT**</u>	<u>IBT**</u>	<u>IELTS</u>
Undergraduate/Postbaccalaureate	527	197	Minimum overall score of 71: Minimum subscore of 15 in reading & writing	6.0 overall , minimum 6.0 in reading & writing
Masters/Doctoral	550*	213*	Minimum overall score of 80*: Minimum subscore of 18* in reading & writing	6.5* overall; minimum 6.5* in reading & writing

*Some graduate programs require higher scores. Please consult your academic department's graduate coordinator to verify minimum score requirements.

**PBT=Paper-based TOEFL; CBT=Computer-based TOEFL; IBT=Internet-based TOEFL

ENGLISH LANGUAGE PROFICIENCY - Frequently Asked Questions

Who needs to meet the English language proficiency requirement?

All admitted undergraduate, postbaccalaureate and graduate international students on non-immigrant visas must satisfy the English language proficiency requirement before they can enroll in regular academic classes. Graduate applicants who are permanent residents, refugees, asylees or U.S. citizens and were educated outside the U.S. also **must** meet the English language proficiency requirement. Important note: *Undergraduate and postbaccalaureate* applicants who are U.S. citizens, permanent residents, refugees, or asylees are **not** required to take the TOEFL or IELTS.

Do all students educated outside of the U.S. have to take the TOEFL/IELTS?

An international student holding a student visa or other non-immigrant visa must meet Portland State's English language proficiency requirement (by taking either TOEFL or IELTS). If you hold a 4-year bachelor's, master's, or doctoral degree from a college or university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland you are eligible for a waiver of the English language proficiency requirement.

I completed my bachelor's, master's, or doctoral degree at a college/university inside the U.S. Do I still need to take TOEFL/IELTS?

No. TOEFL/IELTS is waived automatically for students who have completed a 4-year bachelor's, master's, or doctoral degree at a U.S. college/university.

I completed a 4-year bachelor's, master's, or doctoral degree outside the U.S. at a college/university where English is the only language of instruction. Do I need to take the TOEFL/IELTS?

TOEFL/IELTS will be waived **only** for students who have completed a 4-year bachelor's, master's, or doctoral degree at a college/university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland.

I am not an international student. I am a Permanent Resident (green card holder)/US Citizen/Refugee/Asylee. Do I still need to meet the English language proficiency requirement by taking the TOEFL/IELTS?

Undergraduate and postbaccalaureate applicants who are permanent residents, refugees, or asylees are **not** required to take the TOEFL/IELTS. However, *graduate* applicants who are permanent residents, refugees, asylees, or U.S. citizens must meet the English language proficiency requirement unless their undergraduate/bachelor's, master's or doctoral degree was completed in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland.

What are the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)?

TOEFL and IELTS are tests designed to assess your English language proficiency.

Do you offer conditional admission if I haven't taken TOEFL/IELTS or have a score lower than the minimum requirement?

Undergraduate or postbaccalaureate students who do not meet the minimum TOEFL/IELTS score requirement can be conditionally admitted to PSU with a restriction to ESL classes until they obtain a sufficient TOEFL/IELTS score. Graduate students who do not meet the TOEFL/IELTS requirement must contact their graduate department to initiate a petition with the Office of Graduate Studies for special consideration. The Admissions Office cannot grant conditional admission to graduate students without the approval of **both** the student's graduate academic department/program **and** the Office of Graduate Studies.

My admission letter says I am admitted with an English as a Second Language (ESL) restriction. What does this mean?

Until you meet the English language proficiency requirement, your enrollment will be restricted to ESL classes. You will be required to take an English Language Placement Test in the ESL department and follow the advice of the ESL faculty about your class registration.

Will you accept a copy of my TOEFL or IELTS score report?

Yes. We can use unofficial documents for our admission evaluation. However, we must receive an official score report directly from your testing service (TOEFL or IELTS) before the end of your first term of PSU enrollment.

How can I get the official TOEFL/IELTS scores?

TOEFL: The TOEFL is administered by the Educational Testing Services (ETS). Contact ETS directly to order an official TOEFL score to be sent directly to PSU. Contact information is available at www.toefl.org. The PSU institution code is 4610, and the department code is 00.

IELTS: Test Report Forms are sent directly to PSU from the IELTS Testing Center where you took the test. Please contact your testing center to order an official IELTS score report. Contact information is available at www.ielts.org.

I took TOEFL/IELTS more than two years ago. Do I need to take it again?

Both TOEFL and IELTS scores are valid for two years from the date you took the test. In some circumstances, we can accept TOEFL/IELTS scores that are older than two years if you have maintained continuous presence in the U.S. since the two-year validity period of your score. This determination is made by the Office of Admissions on a case-by-case basis.

What is the difference between the IELP and ESL program at PSU?

IELP: The Intensive English Language Program (IELP) is a PSU program for students seeking English language training only. Classes offered through the IELP program are non-credit courses that can prepare you for regular academic courses at PSU or other universities. **ESL:** The ESL program is for degree-seeking PSU students who have not yet demonstrated English language proficiency and, therefore, are required to take ESL classes. Students in the ESL program will receive credits and grades for their ESL classes. If you are an undergraduate student, you may be able to apply up to 24 ESL credits (as elective credits) toward your bachelor's degree requirements.

For further information please contact:

- **Admissions:** (503) 725-5535 or intladm@pdx.edu about PSU's English language requirement
- **Intensive English Language Program:** (503) 725-4088 or esl@pdx.edu about ESL class registration
- **PSU Testing Services:** (503) 725-4428 or testing@pdx.edu about the PSU Institutional TOEFL exam
- **International TOEFL:** www.toefl.org or **IELTS:** www.ielts.org



POLICY ON OFFICIAL DOCUMENTS

What is an official transcript and/or degree certificate?

An official transcript and/or degree certificate is a verification of your academic record issued in the original language directly from the original, issuing source (a college, university, technical school, or secondary school). This document must arrive in our office in a sealed/unopened envelope with a university stamp or signature on the closed envelope flap.

An official transcript and/or degree certificate **IS NOT**:

- A document that has been authorized by an official notary or government office;
- A photocopy of a document;
- A document that arrives in our office without an envelope or in an open envelope; or
- A translation of a document.

Special instructions for students who cannot obtain another original transcript and/or degree certificate:

Please ask your school for an attested transcript and/or degree certificate. To request an attested document, send your school a photocopy (never the original) of your academic records. Your school will verify the photocopies with their records, place their original school stamp/seal onto the photocopies (thereby attesting them), put the attested copies into a school envelope, and affix their school stamp across the envelope flap. Your school can mail the attested copies of your records directly to us or you may deliver the sealed/unopened envelope to our office.

What is an official exam results certificate?

An official exam results certificate from a national examining body (O/A Levels, WAEC, or others) is not the same as a transcript. An official exam results certificate is a verification of your results issued directly by the examining body. This document must arrive in our office in a sealed/unopened envelope with the examining body stamp on the closed envelope flap. We cannot accept a document that has been authorized by your school as official.

An official exam results certificate **IS NOT**:

- A document that has been produced or authorized by a school;
- A photocopy of a document; or
- A document that arrives in our office without an envelope or in an open envelope.

What is an official translation?

An official translation is an exact, precise English translation of your academic documents that has been prepared by your college/university or a professional translator. Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to Portland State along with the original official documents.

An official translation **IS NOT**:

- A document that has been authorized by a notary public;
- A photocopy of a translation; or
- A document translated by you, your friends, or your family.

Please NEVER send your original copy. All submitted documents become the property of PSU and cannot be photocopied or returned.

Please note that we can use unofficial documents for our admission evaluation. You will be required to submit official transcripts/certificates before the end of your first term of PSU enrollment. Failure to provide official documents may result in processing delay, registration holds, and/or a delay of your transfer credit evaluation.

OFFICIAL DOCUMENTS - Frequently Asked Questions

The international admissions information states that I must submit an official transcript. What is an official transcript?

At institutions of higher education in the U.S., the term "official" has a specialized meaning. An official transcript and/or degree certificate is an authorized certification of your academic credentials that was placed into an envelope by the original, issuing source and arrives in our office still sealed (unopened). This certification can be mailed directly to us, or you may deliver the sealed/unopened envelope to our office. Please remember that an exam results certificate from a national examining body (O/A Levels, WAEC, or others) is not the same as a transcript. An official exam results certificate is a verification of your results issued directly by the examining body. This document must arrive in our office in a sealed/unopened envelope with the examining body stamp on the closed envelope flap. Examination results verified by your school will not satisfy the requirement for an official exam results certificate.

My school will only issue one transcript and/or degree certificate. What should I do?

In situations where only one original transcript and/or degree certificate was issued by your school, you may request that they send us an attested transcript/certificate. To request an attested transcript/certificate, you should send your school a photocopy of your academic records. Your school will then verify the photocopies with their records, place their original school stamp or seal onto the photocopies (thereby attesting them), put the attested copies into a school envelope, and place their school stamp across the envelope flap. Your school can then mail the attested copies directly to us, or you may deliver the sealed/unopened envelope to our office.

In my country, students receive only one original transcript/diploma. Aren't these original documents considered "official?"

No. "Original" and "official" documents are two different things. In many cases, a student will be given only one "original" academic document by their school. Unfortunately, this original document will not satisfy Portland State University's requirement for an official transcript. To be considered "official," the document must be placed into a sealed envelope by the original institution and delivered unopened to PSU. However, you may submit attested copies of your originals by following the instructions in the previous answer.

I had my official transcripts and/or degree certificate sent to a translation agency because they are not in English. The translation agency sealed my original academic records in an envelope with the translations. Are these transcripts and/or degree certificates official?

Unfortunately, no. To be considered official, an academic document must be placed into a sealed envelope by the original institution and delivered unopened to PSU. Because your academic records were opened by a translation agency, they are no longer considered official. If you know that you need to have your documents translated and you do not have your original copy for a translator to use, please request two copies of your academic record from your college/university. Then give one copy to the translation agency and the second unopened copy to PSU. This procedure will enable you to satisfy Portland State's official document requirement.

What if my school offers to send an English version of my transcripts instead of the one in my original (main) language? Will this English transcript fulfill the requirements for an official transcript and translation?

Not always. If English is the only language of instruction used at your college/university, you may submit just the English-version transcript. But if some/all of the instruction at your college/university takes place in a language other than English, you always must submit a transcript and/or degree certificate in the original (main) language. If your college/university will provide an English language version along with the original language version, you will meet the requirements for both the transcript and translation.

Should I send PSU my original transcript and/or degree certificate? If I do send them, can I get them back?

No. **Never** send us your original documents because all submitted documents become the property of PSU and cannot be returned. If you do send your originals to the Office of Admissions by mistake, you can contact us to discuss the possibility of having them returned to you. Please note that you are still required to provide PSU with an official transcript and/or degree certificate since "original" documents do not meet PSU's definition of an "official" transcript. Failure to submit an official transcript and/or degree certificate will result in a hold (freeze) on your registration. If you have only one original transcript and/or degree certificate, we recommend that you never mail your documents anywhere as they may become lost in the mail.

Will PSU accept a photocopy of my transcripts while I am in the process of getting the official transcripts?

Yes. We can use unofficial documents for our admission evaluation. However, you're required to submit official transcripts/certificates before you can register for your second term at PSU. And if you are an undergraduate student, you will not receive your transfer credit evaluation report until you have submitted an official transcript. (The Office of Admissions does not prepare transfer evaluation reports for Graduate or Post-Baccalaureate students; instead, the award of transfer credit is determined by the student's academic department.) In extremely rare cases, you may be permitted one additional term to obtain an official transcript from your country. If you feel your situation warrants special consideration, please contact the Office of Admissions to discuss your situation.

I see that PSU always says "Official transcript/degree certificate". How do I know if I need to turn in an official Degree Certificate along with my official Transcript?

There are many countries around the world that do not list degree information on transcripts but, instead, issue a separate degree certificate to confirm the award of a degree. Some of these countries/regions include China, India, Russia, the former Russian Federation, and Latin America (but this list is NOT a complete one). Often, the requirements shown on PSU's website will say only "official transcript" because all transcripts issued in the United States contain information about any degrees awarded. Please know that when you see or hear the term "official transcript," the requirement may mean "official transcript and degree certificate" for you.

I attended a university but I want to start over as a freshman, and I don't care if I receive any transfer credit. Do you still need my university transcript? Or, I attended a university, but I am planning on doing a completely different program at PSU. Since I won't use any of my previous credit toward my new academic major, do you still need all my university transcripts?

Yes, we do. We always need a complete record of your academic history. Even if you do not plan to use any previous credits, we require all university-level transcripts and degree certificates for your admission evaluation. If you knowingly omit any academic study from your application, you will be in violation of university requirements and may be subject to disciplinary action. Upon receipt of any previously omitted academic records, PSU is required to re-evaluate your admission.