

Information for Graduate Applicants

Admission to graduate study is granted on the basis of evidence of suitable preparation and the probability of success in the intended field of study.

Application Instructions

Applicants must **submit two separate application packets**.

Application Packet 1: The Office of Admissions

Return the following items to the Office of Admissions, Registration, and Records as a complete packet:

- University Application for Graduate Admission form.
- \$50.00 non-refundable application fee*. The fee is good for one calendar year. Pay by check, money order, or credit card. *Do not send cash.*
- One official transcript (in a sealed [closed] envelope from the issuing institution) from **each** post-secondary institution attended. (A transcript from PSU is not required.)
- Applicants whose native language is not English and who have not received a baccalaureate, master's, or doctoral degree from the United States, Australia, English-Speaking Canada, Ireland, New Zealand, or the United Kingdom are required by the University to submit official TOEFL or IELTS scores as detailed on page 2.

and

Application Packet 2: The Graduate Program Department

Return the following items to the specific graduate program department to which you are applying as a complete packet:

- The Graduate Application form provided by the specific department or the enclosed Departmental Graduate Admission Application form. **CHECK WITH THE SPECIFIC DEPARTMENT TO SEE IF THEY PROVIDE A GRADUATE APPLICATION FORM/PACKET BEFORE FILLING OUT THE ENCLOSED DEPARTMENTAL GRADUATE ADMISSION APPLICATION.**
- One transcript (official or unofficial, as requested by the specific department) from each post-secondary institution attended.
- Additional documentation as required by the department (applicants must contact the department for a list of required documents). These may include:
 - Letter(s) of recommendation (departments may have specific forms)
 - Official test scores (GRE, GMAT, etc.; TOEFL or IELTS for international students)
 - Essay or statement
 - Résumé
 - For those departments that require a departmental entrance exam, applicants must arrange a testing date.

Failure to supply complete and accurate information will delay the admissions process and subject the applicants to the University's policies governing academic dishonesty.

Application Priority Deadlines

Fall Term: April 1 Winter Term: September 1 Spring Term: November 1 Summer Session: February 1

Some departments have established earlier deadlines than the ones listed above or will admit students only for selected terms. Applicants should check with departments before applying. If the department has established an earlier deadline, completed application packets must be received by **both** the department **and** the Office of Admissions, Registration, and Records by the deadline date.

International students with F-1 or J-1 Visas have earlier recommended filing dates in some cases: Fall, March 1; Winter, July 1; Spring, November 1; Summer, February 1.

General University Guidelines

PSU students are required to be familiar with, and comply with, all rules and regulations governing graduate study as set forth in the PSU Bulletin.

Important: Students who do not register for the term in which they are admitted are subject to admission cancellation unless they notify the Office of Admissions, Registration, and Records and the graduate program department of their intent to change their term of enrollment. Notification must be given prior to the start of the term for which the student was admitted.

English Language Proficiency Requirement for Graduate Students

All graduate students whose first language is not English must meet the English language proficiency requirement prior to enrollment in academic classes. Please note that this requirement applies to all students, including permanent residents and citizens.

Requiring valid proof of English language proficiency is a mandate of the Office of Graduate Studies (OGS); the Office of Admission, Registration, and Records merely enforces this mandate. Thus, only OGS (not Admissions, Registration, and Records) can approve any exceptions. Applicants who have not met the English language proficiency requirement must discuss their situation with the graduate coordinator in the academic department (rather than approach OGS to ask for an exception or a waiver). Depending on the circumstances, the department may choose to submit a petition to OGS asking for a waiver/amendment to the English language proficiency requirement. Please note that petitions regarding this issue come from the department, never the student, and that waivers/amendments are rarely granted.

Some graduate departments will recommend admission without proof of English language proficiency; however, many will not. Applicants should consult with the department's graduate coordinator for an explanation for the department's policy.

The Office of Graduate Studies at Portland State accepts the scores of four standardized exams as proof of English language proficiency: 1) the International TOEFL [typically a computer-based test], 2) the PSU Institutional TOEFL [always a paper-based test], 3) the Internet-based TOEFL, and 4) the International English Language Testing System (IELTS).

Valid proof of English language proficiency:

1. Completion of a bachelor's, master's, or doctoral degree from a college/university in the United States, Australia, English-Speaking Canada, Ireland, New Zealand, or the United Kingdom;
2. Minimum required official score on the International TOEFL, PSU Institutional TOEFL, or IELTS, or;
3. Test scores (as described above) that are more than two years old if the score exceeded the minimum requirement and the applicant has maintained continuous residency in the U.S. since the exam date.

Test Score Minimums for all Graduate Programs			
REQUIREMENTS FOR CURRENT TERMS THROUGH SUMMER 2011			
Paper-based TOEFL	Computer –based TOEFL	Internet-based TOEFL	IELTS
550*	213*	Minimum subscores of: 18* reading & listening 16* speaking & writing	6.5* Minimum subscores of: 6.5* in reading & writing
REQUIREMENTS FOR ALL TERMS FALL 2011 AND BEYOND			
Paper-based TOEFL	Computer –based TOEFL	Internet-based TOEFL	IELTS
550*	213*	Minimum overall score of 80*: Minimum subscores of: 18* in reading and writing	6.5* Minimum subscores of: 6.5* in reading & writing
*Some graduate programs may require higher scores. Applicants should consult with the graduate coordinator in the academic department to verify the required minimum score.			

Invalid proof of English language proficiency:

1. Test score less than the minimum requirement;
2. Test score more than two years old (unless the applicant has lived continuously in the U.S. since the exam date), or;
3. Institutional TOEFL score from any school except PSU.

PSU Institutional TOEFL

The PSU Institutional TOEFL is offered at various times during the year: Contact the Office of Admissions, Registration, and Records (at intladm@pdx.edu) for specific dates and registration information.

Important: If the academic department recommends admission, but the applicant has not met the English language proficiency requirement, enrollment will be restricted to English as a Second Language (ESL) classes until the English language proficiency requirement has been met.



Departmental Graduate Admission Application

(Use this form only if the department does not require their own application form. Please check with the department to which you are applying to see if they have their own departmental application packet before filling out this form.)

NAME (Last/Family) (First) STUDENT ID NUMBER

(Other names used) EMAIL ADDRESS

TELEPHONE (Home) (Message/Other Telephone) DATE OF BIRTH (mm/dd/yyyy)

ADDRESS (Number and Street) (City and State) (Zip Code) (Country)

DEGREE: MAJOR: TERM: YEAR:
(Program to which you are applying) (Term and year for which you are applying)

BACHELOR'S DEGREE RECEIVED FROM:

(Institution) (City and State) (Degree, Major) (Date Received)

IF REQUIRED: List your Graduate Record Exam (GRE) scores:

Verbal Quantitative Analytical

IF REQUIRED: List other Graduate Test scores (i.e., GMAT, MAT, GRE Subject Exams, etc.):

EXAM SCORE PERCENTILE
EXAM SCORE PERCENTILE
EXAM SCORE PERCENTILE
EXAM SCORE PERCENTILE

COLLEGES AND UNIVERSITIES ATTENDED:

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

By your signature, you signify that all statements on this form and within this application are true and complete; that you have completed and submitted a separate university application packet; that you understand that admission to this program is selective and not guaranteed by this application; and that you must matriculate (register and pay for at least one course) in the term of your admission or your admission will be canceled. Furnishing false or incomplete information on an admission application is Academic Fraud and subject to disciplinary procedures through the Office of Graduate Studies and the Office of Student Affairs.

APPLICANT SIGNATURE DATE

GRADUATE DEGREE PROGRAM CODES

MASTER'S PROGRAMS

Interdisciplinary Studies

IST Interdisciplinary Studies, MA, MS
SSGN Systems Science, MS

College of Liberal Arts & Sciences

ANTH Anthropology, MA
BI Biology, MA, MS
CH Chemistry, MA, MS
CMST Communication Studies, MA, MS
CR Conflict Resolution, MA, MS
CWR Creative Writing, MFA
EC Economics, MA, MS
ENG English, MA, MAT
ENVM Environmental Management, MEM
ESR Environmental Sciences & Resources, MS

Foreign Languages, MA, MAT

FR French
GER German
JPN Japanese
SPAN Spanish
FLL Foreign Literature & Language, MA
GNAL General Arts & Letters, MAT, MST
GNSS General Social Science, MAT, MST
GEOG Geography, MA, MS
G Geology, MA, MS
GHYD Geology option: Geohydrology, MA, MS

HST History, MA
MTH Mathematics, MA, MS, MAT, MST
PH Physics, MA, MS
PSYM Psychology, MA, MS
Science, MAT, MST
SCBI Biology
SCCH Chemistry
SCES Environmental Science (MST only)
SCGN General Science
SCGL Geology
SCPH Physics
SOC Sociology, MA, MS
SHSM Speech and Hearing Science, MA, MS
STAT Statistics, MS
TESL Teaching English to Speakers of Other Languages, MA
WR Writing, MA, MS

School of Business Administration

BA Business Administration, MBA
IMGT International Management, MIM
FINA Financial Analysis, MS
HCM Health Care Management, MBA (joint with OHSU)

Graduate School of Education

Education Options, MA, MS
EDCI Ed: Curriculum and Instruction
EDCN Ed: Counseling
EDML Ed: Media/Librarianship
EDSP Ed: Special Education
EDPA Ed: Policy, Foundations, & Administrative Studies
EDME Elementary Education, MEd (GTEP)
EDMS Secondary Education, MEd (GTEP)

College of Engineering & Computer Science

CEEV Civil & Environmental Engineering, MS, MEng
CEM Civil & Environmental Engineering Management, MEng
CS Computer Science, MS
ECE Electrical & Computer Engineering, MS, MEng
ETM Engineering & Technology Mgmt, MS
Engineering Management, MEng
EMPM Project Management
EMTM Technology Management
ME Mechanical Engineering, MS, MEng
MFGE Manufacturing Engineering, MEng
MSE Materials Science & Engineering, MS
SOE Software Engineering, MSE
SYSE Systems Engineering, MEng

School of Fine & Performing Arts

ARCM Architecture, MArch
CAP Contemporary Art Practices, MFA
Music
MUS Music, MA, MS
MUSC Conducting, MM
MUSP Performance, MM
JZST Jazz Studies, MM
TA Theater Arts, MA, MS

Graduate School of Social Work

SW Social Work, MSW

College of Urban & Public Affairs

CCJ Criminology & Criminal Justice, MS
HMP Health Management & Policy, MPH
HP Health Promotion, MPH
HS Health Studies, MA, MS
PA Public Administration, MPA
PAEX Public Administration, MPAE (Executive)
PAHA Public Administration: Health Administration, MPA
PS Political Science, MA, MS
URP Urban & Regional Planning, MURP
USP Urban Studies, MUS

DOCTORAL PROGRAMS

Doctor of Education (EdD) Degrees

Educational Leadership
ELEA Administration
ELCI Curriculum & Instruction
ELPE Postsecondary Education
ELSC Special & Counselor Education

Doctor of Philosophy (PhD) Degrees

BIOD Biology
CHMD Chemistry
CEEV Civil & Environmental Engineering
CS Computer Science
ECE Electrical & Computer Engineering
Environmental Science & Resources:
ESGN Environmental Sciences and Resources
ESBL Biology
ESCH Chemistry
ESCE Civil & Environmental Engineering
ESEC Economics
ESGG Geography
ESGL Geology

ESGN General
ESPH Physics
MTED Mathematics Education
MTHS Mathematical Sciences
MECD Mechanical Engineering
PAP Public Administration & Policy
PHAP Applied Physics
PSYA Applied Psychology
SOCD Sociology and Social Inequality
SWSR Social Work & Social Research
Systems Science:
SSGN Systems Science
SSAN Anthropology
SSBA Business Administration
SSCE Civil & Environmental Engineering
SSEC Economics
SSEM Engineering Management
SSMA Mathematics
SSME Mechanical Engineering
SSPY Psychology
SSSO Sociology
TECD Technology Management
UST Urban Studies

GRADUATE CERTIFICATE PROGRAMS (CRTGR)

GCAC Addictions Counseling
GCCD Analog & Microwave Circuit Design
GCAS Applied Statistics
GCCL Children's & Young Adult Literature
GCCS Communication Systems
GCCJ Computational Intelligence
GCCA Computer Architecture & Design
GCCM Computer Modeling & Simulation
GCCC Computer Security
GCDA Design Automation
GCDD Digital Design
GCDS Digital Signal Processing
GCES Earth & Space Sciences for K-12 Educators
GSEN Energy Systems
GCEG Engineering Geology
GCVG Environmental Geology
GGER Environmental & Resources Economics
GCFM Food Marketing & Logistics
GCGI Geographic Information Systems
GRNC Gerontology
GCHG Hydro-Geology
GCHY Hydrology
GCIP Image Processing
GCIT Infant/Toddler Mental Health
GCCT Integrated Circuit Testing, Verification, & Validation
GCLO Lasers & Opto-electronics
GCNP Management of New Product Development
GCMF Marriage, Couples, & Family Counseling
GCMS Mathematics for Middle School Teachers
GCPM Public Management
GCRE Real Estate Development
GCSO Software Engineering
GCSA Student Affairs in Higher Education
GCSU Sustainability
GCSE Systems Engineering Fundamentals
GCAL Teaching Adult Learners
GCTR Transportation
GCUU Urban Design

University Application for International Graduate Admission



PORTLAND STATE UNIVERSITY • OFFICE OF ADMISSIONS • P.O. BOX 901 • PORTLAND, OR 97207-0901

Please submit with a \$50 non-refundable fee. See payment methods on reverse.

Term/year you are applying for. Choose one:

Fall Winter Spring Summer Year _____

Have you previously applied to or ever attended PSU?

Yes (_____ last term/yr attended) No

Intended degree and major

Check the degree you are applying for in the box at right, and enter the code, from page 3, for your major(s) below:

Masters	<input type="checkbox"/> MEd (GTEP)	<input type="checkbox"/> MPA	Doctoral
<input type="checkbox"/> MA	<input type="checkbox"/> MEM	<input type="checkbox"/> MPAE	<input type="checkbox"/> EdD
<input type="checkbox"/> MS	<input type="checkbox"/> MEng	<input type="checkbox"/> MPH	<input type="checkbox"/> PhD
<input type="checkbox"/> MAT	<input type="checkbox"/> MFA	<input type="checkbox"/> MSE	
<input type="checkbox"/> MST	<input type="checkbox"/> MIM	<input type="checkbox"/> MSW	Certificate
<input type="checkbox"/> MBA	<input type="checkbox"/> MArch	<input type="checkbox"/> MURP	<input type="checkbox"/> CRTGR
	<input type="checkbox"/> MM	<input type="checkbox"/> MUS	

1. Social Security Number: _____ PSU ID Number: _____
(See Disclosure and Consent Statement on reverse) (If already issued)

2. Legal Name
 Last (Family) _____ First _____ Middle _____

3. Other names that may appear on your academic records _____

CONTACT INFORMATION

4. Current mailing address

Number and Street _____ County _____
 City _____ State/Province _____ Zip/ Postal Code _____ Nation _____
 Home Phone _____ Alternate Phone _____ E-mail _____

5. Permanent mailing address

Number and Street _____ County _____
 City _____ State/Province _____ Zip/ Postal Code _____ Nation _____
 Home Phone _____ Alternate Phone _____ E-mail _____

6. Emergency Contact Information

Name _____ Relationship to Student _____
 Address _____ Phone _____

PERSONAL INFORMATION

7. Date of Birth _____ / _____ / _____
Month Day Year

8. Gender Male Female

9. Are you a U.S. citizen? Yes No

10. Are you a Permanent Resident of the U.S.? Yes No
 If yes, date permanent resident card was issued: _____
 (Attach copy of front and back of Permanent Resident card)

11. If you are neither a citizen nor a Resident Alien, please list the following:

Current visa type _____ Date issued _____
 Country of birth _____ Country of Citizenship _____

12. Do you wish to be considered for the International Achievement Scholarship? Yes No
 This award is for international students and is based on academic merit.

PREVIOUS EDUCATION

List each community college, junior college, four-year college, or university (including PSU) you have attended, beginning with the most recent. **Note:** Failure to provide this information subjects you to cancellation from the University. An official transcript is required from each post-secondary institution.

Office Use Only	Institution	Location (City & State)	Dates Attended (Month & Year)	Degree Received / Date
			to	/
			to	/
			to	/
			to	/
			to	/

TUITION CLASSIFICATION

13. Are you claiming tuition classification as an Oregon Resident? Yes No
 If yes, completion of all questions in this section is required. Failure to do so may result in your classification as a non-resident. If you are under the age of 24 and are dependent on an Oregon resident, you must also complete the parent/guardian section. Additional information may be requested.

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

15. Did a parent or legal guardian provide at least half of your financial support in the last 12 months? Yes No
 If you answered yes on question 14 or 15, you must complete the Parent/Guardian section

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

Applicant	Parent/Guardian
_____	_____

17. If you have an Oregon driver's license, list the date of issuance:

18. Date of purchase/lease of Oregon residential property (month/year)

19. Employment information (for parent/guardian if you answered yes to question 14 or 15)

	(dates employed)	(dates employed)
Employer 1 _____ city/state _____	_____ to _____	_____ to _____
Employer 1 _____ city/ state _____	_____ to _____	_____ to _____

20. Last two years you filed Oregon income taxes _____

21. Did you, your spouse, parent or legal guardian enter military service from Oregon? Yes No If yes, when: _____

22. Are you, your spouse, parent or legal guardian on active duty stationed in Oregon? Yes No

SOCIAL SECURITY NUMBER DISCLOSURE AND CONSENT STATEMENT

You are asked to voluntarily provide your Social Security Number to assist the Oregon University System (OUS), 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 Social Security Number only if the studies are conducted in a manner that does not permit personal identification of you by individuals other than representatives of OUS, or the 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 Social Security Number, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is 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 or the use of your Social Security Number at any time by writing to the Office of Admissions, Registration, and Records.

I certify that all statements on this application are complete and true. Furnishing false or incomplete information on an admission application is Academic Fraud and subject to disciplinary procedures through the Office of Graduate Studies and the Office of Student Affairs.

I understand that if I am admitted and do not enroll for the term in which I am admitted, my admission will be canceled. However, I further understand that if I wish to move my admission to a future term (within one calendar year of my original term of admission), I must request this option by contacting my department and the Office of Admissions; this request must occur before the end of the fourth week of the term of my original admission (this option may not be possible in all programs). Otherwise, I will need to submit a new application and non-refundable application fee.

Applicant Signature: _____ **Date:** _____

To pay the \$50 non-refundable application fee by Visa or Mastercard, complete the following information, or enclose a check payable to "Portland State University":

Cardholder's Name _____ Card Number _____ Expiration Date _____

Cardholder's signature: _____ Date: _____

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.