

## 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**

<p style="text-align: center;">Application Packet 1</p> <p>Return the following items to the Office of Admissions, Records, and Financial Aid as a complete packet:</p> <ol style="list-style-type: none"> <li>1. University Application for Graduate Admission form.</li> <li>2. \$50.00 non-refundable application fee*. The fee is good for one year. Pay by check, money order, or credit card. <i>Do not send cash.</i></li> <li>3. One official transcript (in a sealed [closed] envelope from the issuing institution) from <b>each</b> post-secondary institution attended. (A transcript from PSU is not required.)</li> <li>4. Applicants whose native language is not English and who have not completed undergraduate degree requirements at an accredited U.S. institution are required to submit official TOEFL or IELTS scores as detailed on page 2.</li> </ol>	<p>AND</p>	<p style="text-align: center;">Application Packet 2</p> <p>Return the following items to the graduate program department as a complete packet:</p> <ol style="list-style-type: none"> <li>1. Departmental Graduate Admission Application form (see enclosed or use form provided by department).</li> <li>2. One transcript (official or unofficial, as requested by department) from <b>each</b> post-secondary institution attended.</li> <li>3. Additional documents as required by the department (applicants <b>must contact</b> the department for a list of required documents). These may include: <ul style="list-style-type: none"> <li>❖ Letter(s) of recommendation (departments may have specific forms)</li> <li>❖ Official test scores (GRE, GMAT, etc.; TOEFL or IELTS for international students)</li> <li>❖ Essay or statement</li> <li>❖ Resume</li> <li>❖ For those departments that require a departmental entrance exam, applicants must arrange a testing date</li> </ul> </li> </ol>
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*Failure to supply complete and accurate information will delay the admissions process and subject applicants to the University's policies governing academic dishonesty.*

### Application Priority Dates

<u>Fall Term</u>	<u>Winter Term</u>	<u>Spring Term</u>	<u>Summer Session</u>
April 1	September 1	November 1	February 1

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

International applicants should refer to the "Application Procedures" sheet accompanying this application form regarding special deadlines for students with F-1 or J-1 visas.

Deadlines for departmental assistantships are normally earlier than University deadlines.

### 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*.

**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, Records, and Financial Aid 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.

\*Subject to change by the Oregon University System.

## 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 resident aliens and citizens.*

Requiring valid proof of English language proficiency is a mandate of the Office of Graduate Studies (OGS); the Office of Admissions, Records, and Financial Aid merely enforces the mandate. Thus, **only** the OGS (**not** Admissions, Records, and Financial Aid) 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 the OGS to ask for an exception or waiver). Depending on the circumstances, the department may choose to submit a petition to the OGS asking for a waiver/amendment to the English language proficiency requirement. Please note 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 of the department's policy.

The Office of Graduate Studies at Portland State University accepts the scores of three 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], and 3) the International English Language Testing System (IELTS).

*Valid* proof of English language proficiency:

1. Completion of a bachelor's degree at a college/university where English is the **only** language of instruction,
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 Minimum Requirements			
	<b><u>Paper-based TOEFL</u></b>	<b><u>Computer-based TOEFL</u></b>	<b><u>IELTS</u></b>
Masters and Doctoral	550*	213*	7.0
*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. Completion of a master's or doctoral degree in the U.S. if the applicant's bachelor's degree was completed at a college /university where English is **NOT** the **only** language of instruction,
2. Test score less than the minimum requirement,
3. Test score more than two years old (unless the applicant has lived continuously in the U.S. since the exam date), or
4. Institutional TOEFL score from any school except PSU.

PSU Institutional TOEFL

The PSU Institutional TOEFL is offered four times each year:

1. One to two weeks prior to the beginning of fall term, and
2. Mid-way through fall, winter, and spring terms.

Contact the Office of Admissions, Records, and Financial Aid for specific dates and registration information.

**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.**

PORTLAND STATE  
UNIVERSITY

Departmental Graduate Admission Application

(Use this form only if the department does not require their own application form.)

NAME (Last/Family) (First) (MI) SOCIAL SECURITY NUMBER

(Other names used)

TELEPHONE (Home) (Message/Other Telephone)

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

DEGREE: MAJOR: TERM: YEAR:  
(Program to which you are applying) (Proposed term of Admission)

BACHELOR'S DEGREE RECEIVED FROM:

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

IF REQUIRED: List your Graduate Records 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, State) (Major) (Degree) (Date From) (Date To)

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

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

(Institution) (City, State) (Major) (Degree) (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 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



**INTERNATIONAL STUDENTS / RESIDENT ALIENS**

Country of Birth _____	Type of Visa _____	Are you a Resident Alien? <input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Citizenship _____	Date Visa Issued _____	If yes, Resident Alien Number _____
	Month / Day / Year	<b>A</b> _____
		Date Resident _____
		Alien Card Issued _____
		Month / Day / Year
		(Attach photocopy of both sides of Resident Alien Card)

**GRADUATE DEGREE PROGRAMS CODES**

<p><b>MASTER'S PROGRAMS</b></p> <p><b>Interdisciplinary Studies</b></p> <p>IST Interdisciplinary Studies, MA, MS</p> <p><b>College of Liberal Arts &amp; Sciences</b></p> <p>ANTH Anthropology, MA</p> <p>BI Biology, MA, MS</p> <p>CH Chemistry, MA, MS</p> <p>CMST Communication Studies, MA, MS</p> <p>CR Conflict Resolution, MA, MS</p> <p>EC Economics, MA, MS</p> <p>ENG English, MA, MAT</p> <p>ENVM Environmental Management, MEM</p> <p>ESR Environmental Sci &amp; Resources, MS</p> <p style="padding-left: 20px;"><i>Foreign Languages, MA, MAT</i></p> <p>FR French</p> <p>GER German</p> <p>SPAN Spanish</p> <p>FLL Foreign Literature &amp; Language, MA</p> <p>GNAL General Arts &amp; Letters, MAT, MST</p> <p>GNSS General Social Science, MAT, MST</p> <p>GEOG Geography, MA, MS</p> <p>G Geology, MA, MS</p> <p>GHYD Geol opt: Geohydrology, MA, MS</p> <p>HST History, MA</p> <p>MTH Mathematics, MA, MS, MAT, MST</p> <p>PH Physics, MA, MS</p> <p>PSY Psychology, MA, MS</p> <p style="padding-left: 20px;"><i>Science, MAT, MST</i></p> <p>SCBI Biology</p> <p>SCCH Chemistry</p> <p>SCES Environmental Sci (MST only)</p> <p>SCGN General Science</p> <p>SCGL Geology</p> <p>SOC Sociology, MA, MS</p> <p>SPSH Speech &amp; Hearing Science, MA, MS</p> <p>STAT Statistics, MS</p> <p>TESL Teaching English to Speakers of Other Languages, MA</p> <p>WR Writing, MA, MS</p> <p><b>School of Business Administration</b></p> <p>BA Business Administration, MBA</p> <p style="padding-left: 20px;"><i>BA Options, MBA</i></p> <p>BAFN Finance</p> <p>BAIB International Business</p>	<p>BAIT Mgmt of Innovation &amp; Tech</p> <p>IMGT International Management, MIM</p> <p>FINA Financial Analysis, MS</p> <p><b>Graduate School of Education</b></p> <p style="padding-left: 20px;"><i>Education Options, MA, MS</i></p> <p>EDCI Curriculum &amp; Instruction</p> <p>EDCN Counseling</p> <p>EDML Media/Librarianship</p> <p>EDPA Policy, Foundations, &amp; Administrative Studies</p> <p>EDSP Special Education</p> <p>EDME Elementary Education, M Ed</p> <p>EDMS Secondary Education, M Ed</p> <p><b>College of Engineering &amp; Computer Science</b></p> <p>CEEV Civil &amp; Environ Engineering, MS</p> <p>CEM Civil Engineering Mgmt, M Eng</p> <p>CS Computer Science, MS</p> <p>ECE Elec &amp; Computer Eng, MS, M Eng</p> <p>EM Engineering Management, MS</p> <p style="padding-left: 20px;"><i>Engineering Management, M Eng</i></p> <p>EMPM Project Management</p> <p>EMTM Technology Management</p> <p>MFGE Manufacturing Engineering, M Eng (joint degree w/OSU)</p> <p>ME Mechanical Engineering, MS, M Eng</p> <p>MSE Materials Sci &amp; Engineering, MS</p> <p>SOE Software Engineering, MSE</p> <p>SYSE Systems Engineering, M Eng</p> <p><b>School of Fine &amp; Performing Arts</b></p> <p style="padding-left: 20px;"><i>Art, MFA</i></p> <p>SART Studio Art</p> <p style="padding-left: 20px;"><i>Music</i></p> <p>MUS Music, MAT, MST</p> <p>MUSC Conducting, MM</p> <p>MUSP Performance, MM</p> <p>TA Theater Arts, MA, MS</p> <p><b>Graduate School of Social Work</b></p> <p>SW Social Work, MSW</p> <p><b>College of Urban &amp; Public Affairs</b></p> <p>AJ Administration of Justice, MS</p> <p>HAP Health Admin &amp; Policy, MPH</p> <p>HS Health Studies, MA, MS</p> <p>HEHP Health Ed/Health Promotion, MPH</p> <p>PA Public Administration, MPA</p>	<p>PAHA PA option: Health Admin, MPA</p> <p>PS Political Science, MA, MS</p> <p>URP Urban &amp; Regional Planning, MURP</p> <p>USP Urban Studies, MUS</p> <p><b>Systems Science</b></p> <p>SSGN Systems Science, MS</p> <p><b>DOCTORAL PROGRAMS</b></p> <p><b>Doctor of Education (EdD) Degrees</b></p> <p style="padding-left: 20px;"><i>Educational Leadership</i></p> <p>ELEA Administration</p> <p>ELCI Curriculum &amp; Instruction</p> <p>ELPE Postsecondary Education</p> <p>ELSC Special &amp; Counselor Education</p> <p><b>Doctor of Philosophy (PhD) Degrees</b></p> <p>CEEV Civil &amp; Environmental Engineering</p> <p>CS Computer Science</p> <p>ECE Electrical &amp; Computer Engineering</p> <p style="padding-left: 20px;"><i>Environmental Science &amp; Resources</i></p> <p>ESBL Biology</p> <p>ESCH Chemistry</p> <p>ESCE Civil &amp; Environ Engineering</p> <p>ESEC Economics</p> <p>ESGG Geography</p> <p>ESGL Geology</p> <p>ESGN General</p> <p>ESPH Physics</p> <p>MTED Mathematics Education</p> <p>MTHS Mathematical Sciences</p> <p>PAP Public Administration &amp; Policy</p> <p>SWSR Social Work &amp; Social Research</p> <p style="padding-left: 20px;"><i>Systems Science</i></p> <p>SSAN Anthropology</p> <p>SSBA Business Administration</p> <p>SSCE Civil &amp; Environ Engineering</p> <p>SSEC Economics</p> <p>SSEM Engineering Management</p> <p>SSGN General</p> <p>SSMA Mathematics</p> <p>SSME Mechanical Engineering</p> <p>SSPY Psychology</p> <p>SSSO Sociology</p> <p>UST Urban Studies</p>
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**SOCIAL SECURITY NUMBER DISCLOSURE AND CONSENT STATEMENT**

You are requested to provide voluntarily your Social Security Number to assist 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, Records, and Financial Aid.

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 will need to update my application within one year; otherwise, I will submit a new application and non-refundable application fee.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pay \$50.00 non-refundable Application Fee by Credit Card  Visa  MC Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Cardholder Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

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