

# PORTLAND STATE UNIVERSITY INFORMATION FOR GRADUATE APPLICANTS

## ADMISSION INSTRUCTIONS

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.

Applicants must submit **two** different application packets. The admissions process will be delayed if you submit incomplete packets.

**If you do not register for the term to which you are admitted, your admission will be automatically canceled unless you notify the Office of Admissions and the department of your intent to change the date of enrollment.**

Notification must be given prior to the term for which you are admitted.

Failure to supply complete and accurate information will subject you to the University's policies governing academic dishonesty.

### **RETURN THE FOLLOWING ITEMS TO THE OFFICE OF ADMISSIONS AS A COMPLETE PACKET:**

- The Application for Graduate Admission
- \$50.00 non-refundable application fee\* (do not send cash). The fee is good for one year.
- One official transcript, in its unopened envelope, from each post-secondary institution attended. (PSU transcript is not required for the Office of Admissions.)
- Those students whose first language is not English and who do not have a U.S. bachelor's/undergraduate degree are required to take the TOEFL. An official TOEFL score report must be sent directly to PSU from the Educational Testing Service. Required minimum: 550/600. International students also may have to submit information regarding finances. (See <http://www.ess.pdx.edu/adm/international/index.html> )

### **RETURN THE FOLLOWING TO THE DEPARTMENT AS A COMPLETE PACKET:**

- Departmental Application (*page two of this form*)
- One transcript copy from each post-secondary institution attended (community college, college, university)

Some departments require additional documents which may include any or all of the items listed below. Please contact your department for a list of departmental requirements.

- Letters of recommendation
- Writing samples
- Statement of career goals, objectives, philosophy
- Resume/Vita
- Timeline for completion of the degree

As a PSU student you are responsible for being familiar with, and complying with, all rules and regulations governing graduate study as set forth in the catalog.

\*Subject to change by the Oregon State System of Higher Education

