

PORTLAND STATE UNIVERSITY INFORMATION FOR GRADUATE APPLICANTS

ADMISSIONS 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:

1. The application for admission (pages 3 and 4 of this packet)
2. \$50.00 non-refundable application fee* (**do not send cash**). The fee is good for one year.
3. One official transcript, in its unopened envelope, from **each** post-secondary institution attended. (PSU transcript is **not** required for the Office of Admissions.)
4. Those students whose first language is not English and who do not have a U.S. 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.

RETURN THE FOLLOWING TO THE DEPARTMENT AS A COMPLETE PACKET:

1. Departmental application form (page 2 of this packet).
2. One transcript from each post-secondary institution attended.

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.

1. Letter(s) of recommendation (departments may have specific forms).
2. Official test score (GRE, GMAT, etc.; TOEFL for international students).
3. Essay or statement.
4. Resume.
5. In those departments which require departmental entrance exams, students must arrange a testing date.

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 PSU Bulletin.

GENERAL UNIVERSITY DEADLINES

Some departments have established earlier deadlines than the ones listed below or will admit students only for selected terms. Please check the department of your major before you apply. International students should refer to the "Application Procedures" sheet regarding special deadlines for students on F-1 or J-1 visas. Deadlines for departmental assistantships are normally earlier than University deadlines. If the department has established an earlier deadline, completed packets must be received by the department and the Office of Admissions by that date.

Fall Term
April 1

Winter Term
September 1

Spring Term
November 1

Summer Session
February 1

PORTLAND STATE UNIVERSITY
DEPARTMENTAL APPLICATION FORM

NAME (Last)	(First) (MI)	SOCIAL SECURITY NO.
(Other names used)		
TELEPHONE (Home)	(Message/Other Telephone)	(E-Mail)
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)
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IF REQUIRED: List your Graduate Record Exam Scores (GRE):

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)

APPLICANT SIGNATURE _____ DATE _____

INTERNATIONAL STUDENTS / RESIDENT ALIENS

COUNTRY OF BIRTH _____	DATE RESIDENT ALIEN CARD ISSUED _____ / _____ / _____ MONTH DAY YEAR	(ATTACH PHOTOCOPY OF FRONT AND BACK OF RESIDENT ALIEN "GREEN" CARD)
COUNTRY OF CITIZENSHIP _____	TYPE OF VISA _____	ARE YOU A RESIDENT ALIEN? <input type="checkbox"/> YES <input type="checkbox"/> NO
	DATE ISSUED _____ / _____ / _____ MONTH DAY YEAR	IF YES, RESIDENT ALIEN # A

EMERGENCY CONTACT INFORMATION

If you are dependent on your parents, list your parents or legal guardians. If you are not dependent on your parents, list a relative or a friend who can be reached in case of an emergency.

LAST NAME _____	FIRST _____	MIDDLE _____
NUMBER & STREET ADDRESS _____	CITY _____	STATE _____
ZIP _____	HOME PHONE () _____	WORK PHONE () _____
RELATIONSHIP: <input type="checkbox"/> PARENTS <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> LEGAL GUARDIAN <input type="checkbox"/> SPOUSE <input type="checkbox"/> FRIEND <input type="checkbox"/> OTHER (SPECIFY) _____		

DEGREES / CERTIFICATES OFFERED AT PORTLAND STATE

Masters Degrees

- MA Master of Arts (Must have foreign language competency)
- MS Master of Science
- MAT Master of Arts in Teaching (Must have foreign language competency)
- MST Master of Science in Teaching
- MBA Master of Business Administration (major codes: BA, BAFN, BAIB, and BAIT)
- MEM Master of Environmental Management (major code: ENVM)
- MEng Master of Engineering (major codes: CEM, EMPM, EMTM, MFGE, SYSE; can also include ECE and ME if not a Master of Science)
- MEd Master of Education (Education; major codes: EDME [Elementary] and EDMS [Secondary] only)
- MFA Master of Fine Arts (Art only; major codes: APNT, ASCP, APS)
- MIM Master of International Management (major code: IMG T only)
- MPA Master of Public Administration (major codes: PA and PAHA)
- MPH Master of Public Health (major codes: HAP and HEHP only)
- MSE Master of Software Engineering (Software Engineering only; major code: SOE)
- MSW Master of Social Work (Social Work only; major code: SW)
- MURP Master of Urban and Regional Planning (major code: URP)
- MUS Master of Urban Studies (major code: MUS)

Doctoral Degrees

- PhD Doctor of Philosophy
- EdD Doctor of Education

Graduate Certificates

- CRTGR Graduate Certificate (Does not include teaching certificates or licensing—See Application for the School of Education)

Social Security Number Disclosure and Consent statement

You are requested to provide voluntarily your Social Security Number to assist OSSHE (and organizations conducting studies for or on behalf of OSSHE) in developing, validating, or administering predictive tests; administering student aid programs; improving instructions; internal identification of students; collection of student debts; or comparing student educational

experiences with subsequent workforce experiences. OSSHE 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 OSSHE (or the organization conducting the study for OSSHE) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing you 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 by law. You may revoke your consent or the use of your Social Security Number at any time by writing to the Director of Admissions.

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 SIGNATURE _____ DATE _____