

NOTICE TO GRADUATE APPLICANTS

Note: International students must first take the Test of English as a Foreign Language (TOEFL) and pass it with a minimum paper-based test score of 550 or a computer-based test score of 213 **before the applicant will be considered for admission.** Other instructions for international admission are included in the Portland State University Admission packet.

To apply for admission to a Portland State University Department of Music Graduate Program, you must submit two separate applications to:

1. the Department of Music, and
2. the Office of Admissions & Records

If you want to earn an Oregon Standard Teaching Certificate, you must also apply to the School of Education. Their contact information can be found on the back of this page.

1. Return the following items to the Department of Music as a complete packet:
 - a. A departmental application;
 - b. One official transcript, in its unopened envelope, from each post-secondary institution you have attended (Including Portland State University) whether or not you received any music credits toward a particular degree;
 - c. A brief Statement of Purpose, specifying your reasons for pursuing a Master's degree;
 - d. Two letters of reference. If you are also applying for a Graduate Teaching Assistantship, the two completed evaluation forms included with that application will suffice.
2. For audition requirements, visit the Department of Music Website at <http://www.pdx.edu/music/graduate.html>

The Department of Music Graduate Committee will review your departmental application. Then, if you qualify for departmental admission, the Office of Admissions & Records will consider your application to the University.

3. Return the following items to the Office of Admission as a complete packet:
 - a. Blue Application for Admission;
 - b. \$50.00 non-refundable application fee (do not send cash);
 - c. One official transcript, in its unopened envelope, from each post-secondary institution attended. Portland State University transcripts are not required by the Office of Admissions & Records.
 - d. Those students whose first language is not English and who do not have a United States degree are required to take the TOEFL and have the scores sent directly to Portland State University from the Education Testing Service.

➤ ➤ **Retain a copy of all documents you submit for your own records.** ◀ ◀
Information continues on the reverse.

Plan to purchase the Portland State University Bulletin from the PSU Bookstore. Since you are ultimately responsible for planning and executing your degree program, refer to the Bulletin which furnishes all the basic information and requirements for the Master degrees.

A wealth of information about the University and department can be found on our website, including forms and online documentation helpful during the application process. The website is located at <http://www.pdx.edu/music>. The main university website is located at <http://www.pdx.edu>.

If you have questions, feel free to contact Dr. Joel Bluestone, Graduate Coordinator for the Department of Music at (503) 725-3182 or via e-mail at bluestj@pdx.edu.

OTHER IMPORTANT CONTACT INFORMATION

Office of Admissions & Records

Portland State University – 104 NH
PO Box 751
Portland, OR 97207-0751
(503) 725-3511

Department of Music

Portland State University
PO Box 751
Portland, OR 97207-0751
(503) 725-3011

School of Education

Portland State University – 602 ED
PO Box 751
Portland, OR 97207-0751
(503) 725-4619