

International Graduate Application

Bring
your
world to
GCSU



International Education Center

Georgia College & State University
Campus Box 49
Milledgeville, GA 31061-0490
USA

Tel: 478-445-4789

Fax: 478-445-2623

Email: intladm@gcsu.edu

www.gcsu.edu/international



International Graduate Application for Admission

WELCOME TO GEORGIA COLLEGE & STATE UNIVERSITY

Georgia College & State University (GCSU) welcomes international applicants. With small class sizes, affordable tuition, a safe campus and excellent facilities, GCSU is the ideal place to study.

This application is for international applicants who are in or will be applying for F-1 student visa status. If you are a U.S. citizen or have permanent resident status, please visit the GCSU Graduate Admissions Office at

<http://www.gcsu.edu/graduate/> for application procedures.

APPLICATION INSTRUCTIONS & CHECKLIST

Please follow this checklist carefully and submit ALL required items by the application deadline. The International Education Center must receive items 1 through 8 on this checklist **BEFORE** your application will be evaluated. **Incomplete applications will NOT be considered for admission.** Please send items 1, 5, 6, 7, 8 and 9 together in one large envelope. Items 2, 3, and 4 should be sent DIRECTLY from the issuing institution(s) to Georgia College & State University. All application documents submitted become the property of GCSU.

- 1. **Completed and signed application form.**
- 2. **OFFICIAL (certified or attested) education records** in the original language, along with an official (certified or attested) English translation, of ALL college/university level work, including all final examination results. Notarized records will not be accepted.
- 3. **OFFICIAL TOEFL score** sent directly by the Educational Testing Service (the ETS institutional code for GCSU is 5252) or other proof of English language proficiency.
- 4. **Official graduate test score (GMAT, GRE or MAT)** sent directly from the issuing institution.
- 5. Other documents required for the specific program to which you are applying such as letters of recommendation. (Refer to the graduate catalog at www.gcsu.edu/catalog.)
- 6. **Completed and signed Declaration of Finances** form.
- 7. **Original and official bank documents** (in English or with a certified English translation) in support of EACH financial funding source listed. Faxed, scanned or photocopied documents cannot be accepted.
- 8. **Copy of passport identification page or national identification card.**
- 9. *(Optional)* **International Graduate Assistantship Application**, together with two letters of recommendation and a letter from the applicant.

NOTE ON EDUCATIONAL DOCUMENTS

GCSU's International Education Center will review your educational documents and equate your previously completed coursework to U.S. grade equivalencies. Generally, we do not require that you submit documents to an outside professional credential evaluation agency; however, at times, we may advise you to use such an agency if we are unable to determine educational equivalencies. Only agencies which are members of NACES (www.naces.org) may be used in these instances.

ALL educational experience must be supported by official documents submitted *directly* from the appropriate issuing institution(s) to GCSU listing courses taken (with credits/points or hours per course and grades awarded), educational degrees, certificates, and/or awards received. If documents are in a language other than English, they must include an official (certified or attested) English translation. Supporting documentation must bear the original seal or stamp and the signature of an official of the issuing institution.

In rare instances, Georgia College & State University may accept a photocopy of original education documentation provided that the document photocopied is certified with an original seal or stamp AND original signature of:

- a) the issuing institution and a designated official, or
- b) a U.S. Consular or U.S. Educational official outside of the United States.

Certification with a Notary signature is not sufficient.

Georgia College & State University reserves the right to verify all submitted documents with the issuing institution. You may be asked to provide further proof of your educational history if such proof is deemed necessary by GCSU International Admissions.

APPLICATION REQUIREMENTS

English Language Proficiency:

Applicants must document English proficiency in *one* of the following ways:

1. **TOEFL** Minimum Scores: 79 (Internet-based), or 550 (paper-based)
 - Request scores be sent directly from ETS (GCSU School Code 5252): www.ets.org
2. **IELTS** Minimum Score: 6.5
 - Request scores be sent directly from IELTS: www.ielts.org
3. Other proof of proficiency in the English language as determined by the International Admissions staff

GRADUATE EXAM AND ACADEMIC REQUIREMENTS

Entrance requirements vary by program. Please refer to the specific admission and program requirements in the on-line graduate catalog (catalog.gcsu.edu). Note that some programs also require letters of recommendation, writing portfolios or other documents.

To request GMAT scores, contact Pearson Vue at www.mba.com/mba. The school code varies by program:

MBA Program: **3TC-NH-78**

MMIS Program: **3TC-NH-34**

MAac Program: **3TC-NH-83**

MSCM Program: **3TC-NH-35**

To request **GRE** scores, contact the Educational Testing Service (ETS) at www.ets.org (GCSU school code: **5252**). To request MAT scores, contact Harcourt Assessment at harcourtassessment.com (GCSU school code: **2379**).

APPLICATION DEADLINES

Applications are evaluated once the file is complete with all supporting documents received. Applicants will be notified of the admission decision after the file is complete. To ensure sufficient time to process the application and to apply for a U.S. visa, **students are strongly encouraged to complete the application process as early as possible and well in advance of posted deadlines.**

To be considered for admission and for financial assistance, submit your *completed* application to our office by the recommended submission dates:

Fall Semester (Aug-Dec)**April 1**

Spring Semester (Jan-May)**Sept. 1**

Applications received after the above dates may need to be deferred to the next available semester.

Note: Some graduate programs may have earlier deadlines. Check program requirements at:

gcsu.edu/futurestudents/graduate

ASSISTANTSHIPS

Applicants can apply for the International Graduate Assistantship at the time of application. These awards waive a significant amount of the tuition costs. Applicants can also compete for regular Graduate Assistantships, which waive all tuition (excluding fees) and pay a stipend each semester. Students should contact the graduate coordinator of their program about Graduate Assistantship application procedures. Students attending in person programs are eligible for assistantships.

FINANCIAL DOCUMENTATION

All applicants who need to obtain a student (F-1) visa to study in the United States must demonstrate that they have sufficient funds to pay for tuition, fees and living expenses while at GCSU. You must complete, sign, and submit the Declaration of Finances form and provide a bank statement or certificate of balance prepared within the last six months. The bank document should include the name of your sponsor as listed on the Declaration of Finances form. We cannot accept photocopies, scanned copies or faxed copies of bank documents.

ACCEPTANCE AND VISA APPLICATION

If you are granted admission to the university, you will be notified first via email. You will later receive an official acceptance package that will include the bank statements you sent to us along with an immigration form called the I-20. You will need to take these documents to the U.S. embassy for your student (F-1) visa interview.

We will send you the acceptance package via regular air mail. If you would like expedited delivery of your documents via UPS, you will need to provide a payment of U.S. \$100 by credit card or check *before* the documents are mailed. You may also pay for express delivery at a UPS, DHL or FedEx site in your country and arrange for an agent to pick up the package from our office.

CONTACT INFORMATION

Please contact the International Education Center with any questions regarding the application process. Applications may be sent to either of the addresses below. We look forward to receiving your application!

<i>Standard Mailing Address:</i>	Tel: 1-478-445-4789
Georgia College & State University	Fax: 1-478-445-2623
International Education Center	Email: intladm@gcsu.edu
Campus Box 49	Web: gcsu.edu/international
Milledgeville, GA 31061 U.S.A.	

Address for Express Packages:
Georgia College & State University
International Education Center
320 N. Wayne Street
Milledgeville, GA 31061-0490 U.S.A.

ANNUAL SECURITY AND FIRE SAFETY REPORT

The GCSU Annual Security and Fire Safety Report includes crime statistics for the previous three years concerning reported crimes that occurred On Campus; in or on certain Non-campus buildings or property owned or controlled by GCSU; and on Public Property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, fire safety policies/statistics and other matters. Hard copies are available at the Department of Public Safety, Human Resources, and Office of Admissions. You can have a card copy mailed to you by calling 478-445-3082 or get it on-line at

gcsu.edu/publicsafety/annualreport.htm.



International Student Graduate Application for Admission

CURRENT PHOTO (optional)

Campus Box 49
 Milledgeville, GA 31061-0490, U.S.A.
 478-445-4789 • Fax 478-445-2623
 E-Mail: intladm@gcsu.edu • http://www.gcsu.edu

PLEASE TYPE OR PRINT NEATLY AND COMPLETE ALL SECTIONS.

Name on Passport: _____
[NOTE: PLEASE CIRCLE FAMILY/LAST NAME(S)] *Family/Last* *Given/First* *Middle*

Name you wish to be called: _____ Place of Birth: _____
 (City and Country)

Country of Citizenship: _____ Country of Residence: _____

Are you currently in the United States? Yes No If so, what is your current immigration status? _____

Complete mailing address to which application correspondence should be sent (including country): _____

Telephone (country code + city code + number): _____

Fax: _____ E-Mail: _____
 (NOTE: Communication regarding your application will be primarily through email.)

Alternate E-Mail: _____

Parent(s), Guardian, or Spouse's Name (circle one): _____

Permanent Home Country Address: _____
Street Name and Number

Town or City *Province* *Postal Code* *Country*

CHECK THE PROGRAM OF STUDY TO WHICH YOU ARE APPLYING:

- MA English
- MAT Kinesiology/Physical Education
- MFA Creative Writing
- MS Athletic Training
- MS Biology
- MAAC Accountancy
- MAT Music Education

Have you previously applied to GCSU? Yes No If so, which term and year?

SEMESTER YOU PLAN TO ENTER	CLASSIFICATION	DEMOGRAPHIC INFORMATION	
<input type="checkbox"/> Fall (August) Year _____ <input type="checkbox"/> Spring (Jan.) Year _____	<input type="checkbox"/> New Graduate Student <input type="checkbox"/> Former GCSU Student <input type="checkbox"/> Transient (retains enrollment at current university)	Date of Birth: _____ Month Day Year Sex on Passport or National ID: <input type="checkbox"/> Male <input type="checkbox"/> Female Other _____	RACE: OPTIONAL-FOR STATISTICAL PURPOSES ONLY <input type="checkbox"/> American Indian <input type="checkbox"/> Multiracial <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (not of Hispanic Origin) <input type="checkbox"/> Other _____ <input type="checkbox"/> White (not of Hispanic Origin)

How did you learn about Georgia College & State University?

- Current or former GCSU Student
- Study in the USA magazine/website
- Other: _____
- GCSU website
- American Colleges & Universities magazine/website
- U.S. Advising Center in your country
- Peterson's guide/website
- Study Georgia website



Georgia College & State University International Education Center Campus Box 49 Milledgeville, GA 31061 USA	Toll Free in Georgia Direct Fax E-mail	1-800-342-0471 478-445-4789 478-445-2623 intladm@gcsu.edu
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EDUCATIONAL BACKGROUND

Undergraduate applicants must list **all** high school/secondary school and **all** college/university level work. Use the terminology of the country where the school was located. Do not try to translate or interpret any terms into U.S. terminology or equivalents.

- In Column #1**, write in the name and location of the school you attended.
- In Column #2**, fill in the calendar year(s) that are appropriate for the year(s) you attended and/or received academic or trade training.
- In Column #3**, write the kind or type of school Secondary, Preparatory, Gymnasium, Teachers College, Trade School, University, etc.
- In Column #4**, write the language of instruction used in the majority of your classes at the school.
- In Column #5**, write the name of any examination(s) you passed or certificate(s) you received at the end of your studies there-such as GCSE or GCE (number of subjects on "O" and "A" levels), Bachillerato, Abitur, Baccalaureat II, Licenziatura, Diplom or whatever is applicable in your case. Include the date. If no degree/diploma was awarded to you for your education/training at that school, write "none."

School (Name and Location) Column #1	Dates of Attendance Column #2	Type of School Column #3	Language of Instruction Column #4	Examination/Certificate Column #5
	-			
	-			
	-			
	-			
	-			
	-			

Are you currently enrolled at the last institution attended? Yes No If yes, date you will complete studies? _____

Will any of your transcripts arrive under a different name? Yes No If yes, what name? _____

Are you currently on suspension/dismissal/exclusion from any school? Yes No

Name and email/mailling address of contact person(s) at previous school(s): _____

ENTRANCE TEST INFORMATION

Test Taken or Scheduled to Take	Test Date	Date Official Scores Requested for GCSU
<input type="checkbox"/> TOEFL		
<input type="checkbox"/> IELTS		
<input type="checkbox"/> GMAT		
<input type="checkbox"/> GRE		
<input type="checkbox"/> MAT		

Other proof of English language proficiency: _____

Have you ever been convicted of a crime in the U.S. other than a traffic offense, or are any criminal charges now pending against you?
 Yes No *Convictions shall include: a finding of guilty by a judge or jury, or a plea of guilty or a plea of nolo contendere, irrespective of the pendency of availability of any appeal or application for collateral relief. If yes, explain fully on a separate page, specifying the nature of the offense(s), the date(s) it/they occurred, the name and location of the court(s) and sentence(s) imposed. Please submit court documentation if appropriate.*

I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete. I consent to allow representatives of GCSU to conduct a criminal background check and such other background investigations as the university deems appropriate in evaluating my application as a student at GCSU. I further understand that upon enrollment, I am expected to become familiar with and abide by the GCSU Honor Code and the Student Rules and Regulations as set forth in the GCSU Catalog.

In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to GCSU for Fall, 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. Acceptance to GCSU is conditional until lawful presence is verified.

Signature of Applicant: _____ Date: _____



International Student Graduate Declaration of Finances

INSTRUCTIONS: United States immigration regulations require that international students applying for F-1 visas certify sufficient financial support for academic and living expenses while studying in the U.S. Please read carefully the information below and indicate the amount and sources of all support in the table on the next page. Enter amounts in U.S. dollars. You and your sponsor(s) must sign certifying the indicated funds are available. In addition, you must submit the following along with this form:

Bank Certification Letter/Statement to verify personal savings and sponsor support. This letter/statement must be issued within six months of submitting your application to GC and must include the following requirements:

1. Original bank letterhead with bank's contact information including telephone numbers and address;
2. Full name on the account, account number, date account was opened, and date letter was issued;
3. Current and average amount of the account;
4. Currency, type (savings, checking, etc.) and terms of the account;
5. Bank official's printed name and original signature.

We cannot accept photocopied, scanned, or faxed documents, nor those with "whited-out" or altered figures. Applicants with sponsorship from an organization or their home government must submit a letter of sponsorship from the sponsoring institution on official letterhead with the institutions' address, telephone and fax number, and the original signature and title of the responsible officer. The letter should also include your full name, the specific dollar amount, and the duration of the scholarship. After admission, this completed form will be returned to you together with your Certificate of Eligibility (I-20). You will then present the Declaration of Finances and Certificate of Eligibility (I-20) to the U.S. Consulate to request a student visa.

Estimated minimum funds needed for the academic year:

GRADUATE STUDENTS (Based on 9 hours per semester for on-campus programs)*

Tuition and Fees	\$21,100
Books and Supplies	1,200
Room and Meals	11,060
Health Insurance	2,998
Other Expenses	1,106
Total	\$37,464 per year

A graduate program of study normally takes two to three years. The applicant should complete the *entire* Declaration of Finances form by providing an accurate estimate of support for **the entire program of study** and attach bank documentation for **at least one year's worth of funding**.

***All expenses listed above are estimates only and are subject to increases each year. Students electing to take 12 hours per semester will need to budget an additional \$3,100 per semester.**

Please note:

Tuition & Fees: All students (both U.S. and International) who are not permanent residents of the State of Georgia pay a higher tuition rate. International Graduate Assistantship recipients will not be charged the out-of-state tuition fees and will be charged *approximately* \$7,300 per year in tuition and fees. International Graduate Assistantships are only available for students in on-campus graduate programs.

Other Expenses: Vacations/break expenses, personal items, local transportation, etc., are included in this amount.

Additional Expenses for Summer: The estimates above are for expenses for fall and spring semesters ONLY (a nine-month academic year). Graduate students who plan to attend Summer semester should estimate an ADDITIONAL \$9,000 per year.

Additional expenses for spouse: \$500 per month or \$6,000 per 12-month year.

Additional expenses for each child: \$500 per month or \$6,000 per 12-month year.

When budgeting expenses, please also take into consideration transportation costs to the U.S., sources and availability of emergency funds while in the U.S., and any government imposed restrictions on the release of funds from your country. **Please note that costs for tuition and fees, health insurance, books, room and board are due in full at the beginning of each semester.**

GEORGIA COLLEGE & STATE UNIVERSITY | DECLARATION OF FINANCES

Name of Applicant: _____

DEPENDENTS: For visa purposes: Do you plan to bring a spouse or child with you to Milledgeville? Yes No

If yes, please list name(s), relationship to you, country of birth, country of citizenship and date of birth:

NOTE: You need to document additional funding for dependents.

SUMMER TERM:

Do you plan to remain in the United States during the summer? Yes No Do you plan to attend summer school? Yes No

What are the sources and amounts of support available to you during the summer?

Source _____ U.S. \$ _____ Source _____ U.S. \$ _____

SOURCES OF FINANCIAL SUPPORT (Complete amount of support PER YEAR for each source):

✓ Check all that apply	Sources of Support	Assured Support PER YEAR of study
	Personal Savings Name of bank(s):	U.S.\$
	Family or other Sponsor Name of bank(s):	U.S.\$
	Government or Organization Sponsor Name of sponsoring agency:	U.S.\$
	University Award Type of award:	U.S.\$
	Other:	U.S.\$
	TOTAL	U.S.\$

OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS

FINANCIAL CERTIFICATION

An official, original bank statement or certificate must accompany this form to verify personal savings and sponsor support. If you have a U.S. sponsor who will be providing free room and board, please have the sponsor complete an I-134 Affidavit of Support form, available at www.uscis.gov and enclose it with this form.

SPONSOR CERTIFICATION

This is to certify that I have read the information furnished by the applicant on this form, that it is true and accurate, and that the funds are available and will be provided for the applicant as specified. I agree to provide funding for the entire program of study (a minimum of four years for entering freshmen and two years for transfer students). I understand that tuition and living costs are subject to change and will increase each year.

Sponsor's or Parent's Signature _____ Date _____

Sponsor's or Parent's Name (Printed) _____

Sponsor's Relationship to Applicant _____

Address _____

Telephone _____ Email _____

STUDENT CERTIFICATION

This is to certify that the information provided on this form is accurate and complete. I acknowledge that I have sufficient funds available to cover my educational and living expenses at GCSU for the entire program of study. I understand that tuition and living costs are subject to change and will increase each year.

Student's Signature _____ Date _____



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<http://www.gcsu.edu>

International Graduate Assistantship

Application Guidelines and Information

Georgia College & State University has designated a portion of its funds to assist International Students who pursue an on-campus graduate degree at GCSU. The university is pleased to be able to use these funds to award IGAs to qualified and deserving students.

1. A student must be regularly admitted to GCSU and be accepted for regular admission to an on-campus graduate program to be considered for the IGA. A student must also be eligible to work in F-1 visa status from the beginning of the first semester.
2. The IGA waives the additional out-of-state tuition fees that must be paid by all students who are not permanent residents of the state of Georgia.
3. The IGA will be awarded on the basis of demonstrated academic ability, as well as evidence of extra-curricular involvement, and financial need.
4. All award decisions are final. Once awarded, IGAs are renewable for as long as the GCSU Graduate student remains both academically and civically qualified.
 - To remain academically qualified, the student **must:** a) be a graduate carrying a full academic load of 9 hours per semester (but not more than 15 hours), AND b) maintain a minimum 3.00 grade point average (GPA). Grades will be reviewed each semester.
 - To remain civically qualified, a student **must:** a) participate in the planning and implementation of both the annual International Dinner and the annual International Week, **AND** b) provide educationally beneficial assistance to the schools and administrative offices to internationalize the curriculum, campus, and community.
5. Students who are in jeopardy of losing their IGA for either academic or civic reasons will be notified. Students will have one semester to improve their performance and return to good standing before the termination of the IGA.
6. IGAs are required to work 10 hours per week while school is in session (as specified by the GCSU department to which they are assigned) for the duration of the IGA.
7. The IGA will remain in effect for one full year (including summer semester, if desired) as long as the student remains academically and civically qualified to continue receiving it. A request for renewal of the IGA must be made in April each year.
8. To be considered for the IGA, students must return the following items by the application deadline when they submit their Graduate Application for Admission:
 - a) An accurately completed IGA application form, AND
 - b) A letter written by the applicant explaining how their own special abilities, interests, and experience will contribute to the process of internationalization of the curriculum, campus, and/or the community, AND
 - c) Letters of recommendation from two persons familiar with the applicant's previous experience.
9. If a student is awarded an IGA and is unable to enroll at GCSU during the semester originally indicated, the student must re-apply for the award.

IMPORTANT NOTICE: Because of the large number of students applying for the International Graduate Assistantship, and the limited number which GCSU is able to award, **you should NOT depend on this funding when filling out your Declaration of Finances!** If you are admitted to GCSU AND are awarded the International Graduate Assistantship, you will be notified by letter and your I-20 will reflect the amount of the award.

GEORGIA COLLEGE & STATE UNIVERSITY

International Graduate Assistantship Application

INSTRUCTIONS: If you wish to apply for the International Graduate Assistantship, please complete all 3 parts of this form, sign it, and return it with your application for admission. Please remember to include all supporting documentation with this application when you return it. Information and guidelines for recipients of the International Graduate Assistantship are on page 8 of the application packet. Please read the guidelines and information BEFORE applying for this scholarship. If you **do not** wish to be considered for this scholarship, please indicate so by signing the space provided at the bottom of this page.

PART I: GENERAL INFORMATION

Name: _____
Family/last First/given Middle

Mailing Address: _____
Street or PO Box City, State, Postal Code Country

Date of Birth: _____ Program of Study (Major): _____
Month/date/year

PART II: SUPPORTING DOCUMENTATION

- A) A letter written by you, the applicant, explaining how your own special abilities, interests, and experience will contribute to the process of internationalization of the curriculum, campus, and/or the community.
- B) Each application for the International Graduate Assistantship must be supported by two letters of recommendation from people who have observed your abilities.

Please print the name(s) of individual(s) writing a letter of recommendation to support your application for the International Graduate Assistantship in the following spaces:

Recommendation #1: _____

Recommendation #2: _____

PART III: APPLICANT'S ATTESTATION

I, _____, DO ATTEST THAT I HAVE READ THE INFORMATION AND ACCEPT THE GUIDELINES FOR THE International Graduate Assistantship. Further, all of the information provided by me is, to the best of my knowledge, true and accurate. I will abide by the stated rules and regulations if awarded the scholarship. I request that my application for the International Graduate Assistantship be considered prior to my arrival at Georgia College & State University.

 Applicant's signature

 Applicant's printed name

 Date

I do not wish to apply for the International Graduate Assistantship at this time.

 Applicant's signature

 Applicant's printed name

 Date

RETURN THIS FORM AND SUPPORTING DOCUMENTS WITH YOUR APPLICATION FOR ADMISSION TO:

Georgia College & State University
 International Education Center
 Campus Box 49
 Milledgeville, GA 31061-0490 U.S.A.