

## International Graduate Application

Bring  
*your*  
world to  
GCSU



## Earn a degree at One of the Highest Ranked Universities in the Southeastern United States!

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](mailto:intladm@gcsu.edu)  
[www.gcsu.edu/international](http://www.gcsu.edu/international)



# International Graduate Application for Admission

## WELCOME TO GEORGIA COLLEGE & STATE UNIVERSITY

GCSU welcomes international applicants. With small class sizes, affordable tuition, 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 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 GCSU International Education Center must receive items 1 through 7 on this checklist **BEFORE** your application will be evaluated. **Incomplete applications will NOT be considered for admission.** Please send items 1, 5, 6, 7, and 8 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 Georgia College & State University.

- 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](http://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. **(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.

ALL educational experience must be supported by official documents submitted *directly* from the appropriate issuing institution(s) to Georgia College & State University 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.

GCSU 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), 213 (computer-based), or 550 (paper-based)
  - > Request scores be sent directly from ETS (GCSU School Code 5252): [www.ets.org](http://www.ets.org)
2. **SAT Minimum Scores:** 440 (Verbal), 430 (Critical Reading)
  - > Request scores be sent directly from ETS (GCSU School Code 5252): [www.ets.org](http://www.ets.org)

*NOTE: The SAT is not required for admission but could be submitted in lieu of the TOEFL.*

3. **IELTS Minimum Score: 6.5**
  - Request scores be sent directly from IELTS: [www.ielts.org](http://www.ielts.org)
4. **Successful completion of Level 112 in an ELS Language Center**
  - Request official documentation be sent from ELS directly to GCSU.
5. 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 ([www.gcsu.edu/academics/catalogs.html](http://www.gcsu.edu/academics/catalogs.html)). Note that some programs also require letters of recommendation, writing portfolios or other documents.

All business programs require **GMAT** scores. To request GMAT scores, contact Pearson Vue at [www.mba.com/mba](http://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**

All other graduate programs require either the GRE or MAT. To request **GRE** scores, contact the Educational Testing Service (ETS) at [www.ets.org](http://www.ets.org) (GCSU school code: **5252**). To request MAT scores, contact Harcourt Assessment at [harcourtassessment.com](http://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).....**September 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: [www.gcsu.edu/graduate/programs/index.htm](http://www.gcsu.edu/graduate/programs/index.htm)*

### GEORGIA WEBMBA PROGRAM

The Georgia WebMBA program offers professionals living outside the United States the opportunity to earn an accredited online MBA degree without interruption of their work and personal lives. **International students residing in the U.S. in F-1 visa status are not eligible for this program due to immigration regulation restrictions.** WebMBA applicants must submit a letter of intent and documentation of two years work experience and do not need to submit financial documentation. More information is available at <http://www.gcsu.edu/business/graduateprograms/webmba.htm>.

### 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.

### 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.

### CONTACT INFORMATION

Please contact the International Education Center with any questions regarding the application process. We look forward to receiving your application!

*Standard Mailing Address:*  
 Georgia College & State University  
 International Education Center  
 Campus Box 49  
 Milledgeville, GA 31061 U.S.A.

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

Tel: (1) (478) 445-4789  
 Fax: (1) (478) 445-2623  
 Email: [intladm@gcsu.edu](mailto:intladm@gcsu.edu)  
 Web: [www.gcsu.edu/international](http://www.gcsu.edu/international)



# 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.**

U.S. Social Security Number (if available): \_\_\_\_\_

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:**

- |  |   |
|--|---|
| <input type="checkbox"/> MA English  | <input type="checkbox"/> MBA Business Administration – Accounting Concentration                     |
| <input type="checkbox"/> MA History – Public History                                 | <input type="checkbox"/> MBA Business Administration – Management Information Systems Concentration |
| <input type="checkbox"/> MA History – U.S. & Europe Concentration                    | <input type="checkbox"/> MIS Management Information Systems (Macon campus only)                     |
| <input type="checkbox"/> MFA Creative Writing  | <input type="checkbox"/> MED Instruction Technology – Library Media                                 |
| <input type="checkbox"/> MPA Public Administration                                   | <input type="checkbox"/> MED Instruction Technology – Educational Technology                        |
| <input type="checkbox"/> MS Biology  | <input type="checkbox"/> MED Secondary Education  |
| <input type="checkbox"/> MS Criminal Justice   | <input type="checkbox"/> MED Kinesiology – Health Promotion   |
| <input type="checkbox"/> MAAC Accountancy  | <input type="checkbox"/> MED Kinesiology – Outdoor Education Administration                         |
| <input type="checkbox"/> MBA Business Administration                                 | <input type="checkbox"/> MED Kinesiology – Human Performance  |
| <input type="checkbox"/> MBA Business Administration – Health Services Concentration | <input type="checkbox"/> MMT Master of Music Therapy  |
|  | <input type="checkbox"/> WebMBA (residents outside the U.S. only)                                   |

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 Student <input type="checkbox"/> Transfer Student <input type="checkbox"/> Former GCSU Student <input type="checkbox"/> Transient (retains enrollment at current university)	<b>Date of Birth:</b> _____ Month Day Year <b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>RACE: OPTIONAL—FOR STATISTICAL PURPOSES ONLY</b> <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 GCSU?  
 Current or former GCSU Student       GCSU Web site       U.S. Advising Center in your country  
 Study in the USA magazine/web site       American Colleges & Universities magazine/web site       Peterson's guide/website  
 Other: \_\_\_\_\_       Studying in America guide/website



Georgia College & State University  
International Education Center  
Campus Box 49  
Milledgeville, GA 31061 USA

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1-800-342-0471  
(478) 445-4789  
(478) 445-2623  
intladm@gcsu.edu

## EDUCATIONAL BACKGROUND

**GRADUATE APPLICANTS** must list **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. Proof of Baccalaureate degree from an accredited college or university **MUST** be on file prior to registration.

**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/ mailing 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		

Additional 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 certify that the information provided on this application is true to the best of my knowledge, and that any omission or misrepresentation of facts or failure to furnish information will automatically invalidate consideration of this application and/or acceptance to the university. 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

All Georgia College & State University application materials are **FREE** and **MAY NOT BE SOLD**. There is **NO APPLICATION FEE** for international students. There is **NO RESIDENCE HALL DEPOSIT** required of international students.



# 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 sponsors 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 must include these 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 nine-month academic year:

**GRADUATE STUDENTS** (Based on 9 hours per semester)\*

Tuition and Fees	\$18,570
Books and Supplies	800
Room and Meals	8,228
Health Insurance	1,003
Other Expenses	<u>1,549</u>
<b>Total</b>	<b>\$30,150 per year</b>

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 \$2,900 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* \$4,900 per year in tuition and fees.

**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
	<b>Personal Savings</b> Name of Bank(s):	U.S.\$
	<b>Family or other Sponsor</b> Name of Bank(s):	U.S.\$
	<b>Government or Organization Sponsor</b> Name of Sponsoring Agency:	U.S.\$
	<b>University Award</b> Type of Award:	U.S.\$
	<b>Other:</b>	U.S.\$
	<b>TOTAL</b>	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](http://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. 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 Georgia College & State University 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 \_\_\_\_\_



# International Graduate Assistantship

## Application Guidelines and Information

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

Georgia College & State University has designated a portion of its funds to assist International Students who pursue a graduate degree at GCSU. The University is pleased to be able to use these funds to award IGA's to qualified and deserving students.

1. A student must be regularly admitted to GCSU and be accepted for regular admission to a 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 IGAs 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 school 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 the Graduate School of 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.

