

A Word of Welcome



2011-2012
**WSU International
Graduate Applicants**

Dear Prospective International Student,

We thank you for your interest in Worcester State University (WSU). Searching for just the right graduate or certificate program is an exciting, but challenging, voyage. Our Graduate Admissions Counselor and Assistant Dean of Graduate and Continuing Education (DGCE), Sara Grady, is available to address any questions or concerns that you may have about WSU or the graduate admissions process. Katey Palumbo, the International Student Advisor, is available to assist you with questions regarding your non-immigrant F-1 student status and securing your form I-20.

Inside this packet, you'll find the information needed to apply to WSU as an international student. We define an international student as anyone who:

- is not a U.S. citizen or a U.S. permanent resident
- has or is requesting a non-immigrant visa or status
- **Please note: Those individuals in the U.S. on the visa waiver program are not eligible to apply as an international student.**

All international students on F-1 visas are required to maintain full-time status for the duration of their studies. WSU does not offer financial assistance to international students, nor do international students qualify for the federal financial aid program.

We wish you the best of luck as you begin the journey of achieving your higher education goals at WSU!

Sincerely,

Sara Grady
Assistant Dean Graduate and Cont. Ed.
508-929-8127

Katey Palumbo
Interim Director International Programs
508-929-8747

PLEASE NOTE:

In addition to several Master's degree programs, international applicants are eligible for the following certificate programs:

- *Accounting*
- *Pre-Medical / Pre-Dental*

Please note: these certificate programs are on a bachelor's level and, therefore, enrollment in a minimum of 12 credit hours per semester is required.

The Graduate School at Worcester State University sets priority admission deadlines for each semester. However, international students should submit all of their materials 8 weeks prior to the start of the semester in order to leave time for I-20 processing and to make an appointment for a visa interview.

***International applications are considered complete when all academic credentials, test score reports, and financial documents are received. The form I-20 will only be issued upon acceptance into a WSU graduate or certificate program.**

DGCE ~ International Student Checklist

- _____ A copy of the identification page of your passport. Please note: **your name must reflect the name listed in your passport on all documents.**
- _____ Application for Admission/Graduate Programs www.worcester.edu/graduate ~ Click “Apply Now”
- _____ Application for Admission/Certificate Programs
Contact Carol Neylon at cneylon@worcester.edu for an application
- _____ Graduate Programs: \$40.00 (USD) Application Fee submitted online with application
- _____ Certificate Programs: \$20.00 (USD) Application Fee—Check or Money Order made payable to Worcester State University
- _____ Official university undergraduate degree course-by-course evaluation (transcripts must be translated and notarized *prior* to submitting them to an evaluation agency) including a calculated GPA for the institution awarding the baccalaureate degree
- _____ TOEFL Score Report if education was in a language other than English
(WSU Institutional Code: 3524)
- _____ Two current letters of recommendation
- _____ Test Results for one of the following exams: Graduate Record Exam (GRE), Millers Analogy Test (MAT), or General Management Aptitude Test (GMAT — required for Management)
- _____ If applicable, official transcripts and evaluations from each graduate institution awarding degree(s) or course credit beyond the Bachelor’s level
- _____ Worcester State University Certification of Finances Form (Parts I-IV) and accompanying documentation

PLEASE NOTE: All of the academic credentials, test score reports, and financial documents included on the checklists must be originals or scanned documents. The following documents are not accepted:

- Photocopies
- Certified/Notarized true copies
- Faxes

Application and Academic Info

1. For Paper Applicants Only: The completed Application for Admission and the Application Fee (payable to “Worcester State University”) should be submitted to:

Office of Graduate and Continuing Education
Worcester State University
486 Chandler Street
Worcester, MA 01602-2597
USA

2. All international students are required to provide their Permanent Foreign Address and a Major Program on the Application for Admission.
3. If you are studying in the U.S., or have recently completed your studies in the U.S. when you apply to WSU, a copy of your visa and current I-20 are also required.
4. All academic credentials, test scores, and financial documents submitted to the Office of Graduate and Continuing Education become the property of WSU and will not be returned to the applicant under any circumstances.
5. We recommend that you use one of the following credit evaluation agencies for your academic credentials. For contact information, please refer to page 5.

Center for Educational Documentation (CED)

World Education Services (WES)

6. A Course-by-Course Evaluation includes grade and credit hour equivalents for each course; when submitting *college/university* credentials, be sure that you request this type of transcript evaluation service.
7. The Institution Code for WSU is **3524**. The Institution Code allows WSU to receive official TOEFL, GRE, GMAT and MAT scores directly from the testing agency.
8. TOEFL is a requirement for all applicants who have studied in a country where English is not the native language.
9. The minimum TOEFL score required for admission is **500** on the paper exam, or **61** on the Internet-based exam. TOEFL scores are valid for two years. WSU is an official TOEFL testing site. Please refer to the ETS website for available test dates and exam information (www.ets.org/toefl).
10. Students wishing to study English and to prepare for the TOEFL can enroll in a 20-hour-a-week, semester-long ESL program for a fee. Upon acceptance, an I-20 will be issued for the period of one year. For further information, please call the *Intensive English Language Institute* at 508-929-8031, or email the Director, Susan Seibel, at ssiebel@worchester.edu, or go to www.worcester.edu/ieli.
11. If you wish to authorize WSU to communicate with other individuals (such as a sponsor, relative, friend, etc.) about the status of your application, the *Waiver of Confidential Information* must be completed and submitted with your other application materials.
12. For additional information, please refer to the Online Resources section on page 5.

Financial Document and Visa Info

1. The *WSU Certification of Finances Form* must be submitted and completed by the applicant and/or the sponsor. WSU must receive all completed sections of this form and any additional requirements as noted before an I-20 will be issued.
 - A. By signing this form, the applicant and/or the sponsor indicates that he/she will assume responsibility for all educational expenses (including tuition, fees, books, room and board, required laptop computer, etc).
 - B. Applicants requesting an I-20 from WSU must demonstrate that their expenses for the first year can be provided by themselves or a sponsor. In addition to this, an applicant/sponsor must show that they will also have the funds to provide support for all consecutive years of study required to obtain the degree stated.
 - C. The supporting documentation required for the *Financial Declaration Affidavit (Part IV)* must be current (within the last 6 months) and it must be from a financial institution showing at least six months of financial activity with a minimum average balance of \$12,000 (USD) for graduate and certificate programs. **All bank documents must be original, in English, and must bear the official seal of the institution.**
 - D. Financial Documents in a language other than English must be translated.
 - E. Each financial institution must verify legal name of the bank, mailing address of the bank, the name and title of the signing official, the length of the banking relationship with the client, the telephone number where that official may be reached, and verification that the required amount of funds is on deposit. If the savings is held in more than one financial institution, verification from each bank must be provided.
2. This financial certification is a requirement of the U.S. Government, United States Citizenship and Immigration Services (USCIS), and is used to verify that the applicant has access to sufficient financial resources required to attend WSU and to complete a graduate program.
3. International students studying on an F-1 visa in the U.S. are eligible for paid work on-campus only. However, employment is not guaranteed. It is illegal for students with an F-1 visa to be employed otherwise. A student's potential earnings cannot be included in the financial documentation.
4. **Important:** As of July 2008, all prospective international students must pay a \$200.00 (USD) administrative SEVIS I-901 fee to the U.S. Department of Homeland Security prior to their interview at the U.S. Embassy or Consulate. This fee is mandatory, and proof of payment must be shown to the visa officer at the Embassy or Consulate at the time of the interview. You will need your I-20 from WSU before payment can be made. Information pertaining to this fee will be included in your welcome packet upon your acceptance into the program.
5. For additional information, please refer to the Online Resources section on page 5.

REMINDER: Your I-20 will be issued to you after you have been accepted and all necessary documents have been received.

Other Important Information

- There will be no exceptions to the application requirements.
- It is recommended that you submit all of your application materials no later than 8 weeks prior to the start of the semester to ensure that it can be processed, your I-20 can be issued and you will have enough time to schedule an appointment at the U.S. consulate or embassy for your F-1 visa.
- An international applicant's admission file will not be reviewed until all academic credentials, test score reports, and financial documents are received.
- Education evaluation agencies:

Center for Educational Documentation (CED)

P.O. Box 199
Boston, MA 02117
Phone: 1-617-338-7171
Fax: 1-617-338-7101
www.cedevaluations.com

World Education Services (WES)

P.O. Box 745, Chelsea Station
New York, NY 10113-0745
Phone: 1-212-966-6311
Fax: 1-212-966-6395
www.wes.org

Online Resources

- WSU Department of Graduate and Continuing Education:
<http://www.worcester.edu/Graduate/>
- Office of International Programs:
<http://www.worcester.edu/ip/default.aspx>
- Educational Testing Services (ETS)—for TOEFL info:
<http://www.toefl.org/>
- SEVIS I-901 fee info:
<http://www.fmjfee.com/>

Contact Information

Sara Grady
Assistant Dean of Graduate
& Continuing Education
(508) 929-8787
Sara.grady@worchester.edu

Katey Palumbo
International Student Advisor
Office of International Programs
(508) 929-8835
kpalumbo2@worchester.edu



Instructions for the WSU Certification of Finances Form

Please find the *WSU Certification of Finances Form* attached. This form must be completed in its entirety by you, your sponsor(s), and the appropriate financial institution(s) before we are able to issue you your Certificate of Eligibility (Form I-20).

Part I should be completed by the applicant. Please include all information in this section including address and email information. It is important we have a way to contact you if necessary.

Part II should be completed by the WSU applicant.

Part III The applicant should complete the *Financial Information* portion. The applicant's sponsor should complete the *Sponsor Information* section. If you are a self-sponsor, there is no need to complete this section of the form.

Part IV must be completed by the Financial Institution of the Applicant/Sponsor. The applicant/sponsor must also submit 6 months of original bank statements verifying the funds stated.

****You must bring the original *Certification of Finances Form* as well as the supporting documentation with you to your visa interview.****

You have 2 options to submit this form to WSU:

You can scan this document and the supporting financial documentation (e.g. bank statements) and email them to Katey Palumbo, International Student Advisor, at kpalumbo2@worchester.edu

You can have a duplicate original copy completed by yourself, your sponsor and the financial institution and mail one copy to WSU and bring the other with you to your visa interview.

Photocopies will not be accepted under any circumstances.

Please note: If any portion of this form is not completed, we will not be able to issue you an I-20 form. If you have any questions regarding this form, please contact Katey Palumbo, International Student Advisor, at kpalumbo2@worchester.edu.

** Please note: You or your sponsor will need to show financial ability to fund your **entire** course of study.**

PART III. Worcester State University International Student Sponsor Statement

Financial Information

- I will provide my own financial support while a student at WSU
- My family will provide financial support while I am a student at WSU
- An outside sponsor will provide financial support while I am a student at WSU

Sponsor's Full Name

- My government or an outside agency/foundation will provide financial support while I am a student at WSU

Name of Government/Agency/Foundation

* If government/foundation is acting as sponsor, please submit only Sponsor Information only. The Financial Declaration Affidavit is not required.

Sponsor Information:

Name of Sponsor

Relationship to Applicant

Sponsor's Complete Address

Sponsor's Telephone Number

Sponsor's E-Mail Address

This is to verify that I, _____, will provide the necessary financial support for education and living expenses for the duration of the time

Name of Sponsor

_____ is a student at Worcester State University. I further guarantee that funds will be readily available for this student's subsequent years of study.

Name of Student

By signing this document, I certify that all of the information is true to the best of my knowledge. I also understand that I am legally obligated to follow through with my promise of financial support for this student.

Signature of Sponsor

Date

The sponsor or student MUST have the *Financial Declaration Affidavit* (part IV.) form completed by his/her financial institution.

Part IV. Financial Declaration Affidavit

*To be completed by the Financial Institution of the student/family/sponsor. In addition to this form, the student/sponsor must submit **original** current bank statements (previous 6 month period) showing all transactions. All funds must be noted in US dollars and all accompanying letters must be in English.*

I, _____ on behalf of
Name of bank official
_____,
Name of bank/financial institution
certify that _____
Name of family member/sponsor
has current financial holdings of at least \$ _____
Total estimated program expenses
which are available for the purpose of providing financial support to
_____ for his/her studies at
Name of Student
Worcester State University.

Bank Official's Signature

Bank Official's Full Name

Bank Official's Title

Date

Telephone, fax number, e-mail of financial Institution

Mailing address of financial institution

Affix institution's official seal here:

NOTE: A bank seal is necessary. However, a letter from your bank on bank letterhead indicating availability of necessary funds is also sufficient.

You will need to scan and email these documents to the International Student Advisor and bring the original documents with you to your visa interview.



WAIVER OF CONFIDENTIAL INFORMATION

I, the applicant, authorize Worcester State University to communicate with the following individuals regarding the status of my application for admission and any other related information.

Please print all names clearly:

_____	_____	_____
Name	Relationship	Phone Number

_____	_____	_____
Name	Relationship	Phone Number

_____	_____	_____
Name	Relationship	Phone Number

Please print your name as it appears on your application.

_____	_____
Applicant's Signature	Date

_____	_____
Parent's Signature (If applicant is under 18 years of age)	Date