



## Office of International Programs

# Admission Information & Application Materials For International Graduate Students

601 N. Grand Ave, Tahlequah, OK 74464 918.444.2050  
[www.nsuok.edu](http://www.nsuok.edu)



Thank you for applying to Northeastern State University. We would like to welcome you to our community. Your application is very important to us. In order to have your application processed as quickly as possible and allow enough time for the visa process, please complete the enclosed application packet and submit it to the International Programs Office before the following deadlines:

### **Deadlines for F-1 Applications from Outside the United States**

<u>Document Submission Deadline</u>	<u>First Semester of Enrollment</u>
June 1	August (Fall Semester)
October 1	January (Spring Semester)
March 1	June (Summer Semester)

*Speech Pathology, Counseling Psychology, School Counseling and Substance Abuse Counseling programs start only in the fall term and require a deadline of January 1. Please visit the specific program webpage for more specific deadlines. Links are available from the Graduate College website: [www.nsuok.edu/graduate](http://www.nsuok.edu/graduate).*

### **Deadlines for F-1 Transfer Applications within the United States**

<u>Document Submission Deadline</u>	<u>First Semester of Enrollment</u>
July 1	August (Fall Semester)
November 1	January (Spring Semester)
April 1	June (Summer Semester)

If you have any questions about this application packet please contact the Office of International Programs at: 1-918- 444-2050

Once you have completed the application packet please mail to:

Office of International Programs  
Northeastern State University  
600 N. Grand Ave.  
Tahlequah, OK 74464  
USA



## **Admission Requirements for Graduate International Students:**

### **Admission to the Graduate College**

The minimum requirements for admission to the Graduate College are:

- 1. An earned bachelors degree from an accredited college or university**
- 2. A grade point average of 2.5 based on a 4.0 scale on all undergraduate course work attempted; or a 2.75 based on a 4.0 scale in the last 60 semester hours of undergraduate coursework attempted; or a minimum score on the appropriate graduate entrance exam.**
- 3. All master's degree candidates must take one of the following entrance exam tests MAT, GRE, or GMAT before the close of the first semester of enrollment in graduate studies. The degree program being pursued determines the test to be taken and the minimum score that is required.**
- 4. A score of 550 on the paper-based or 79 on the internet-based Test of English as a Foreign Language (TOEFL) 6.5 on IELTS for all applicants, U.S. citizens or international applicants, for whom English is a second language.**

An applicant who is a graduate of a fully accredited institution but does not possess the minimum undergraduate grade point average for admission may be admitted on a regular basis, provided the score(s) from the appropriate aptitude test of the degree program are met. Because the minimum test scores vary according to program, please see the specific program admission requirements for more information.

Graduates from universities which are not fully accredited by the appropriate regional accrediting association will be admitted to graduate study in academic areas in which all undergraduate prerequisites have been met through validation of credit or through the earning of credit at a fully accredited institution.

In addition, applicants must submit test scores of the Miller Analogies Test or the aptitude section of the Graduate Record Examination.

MBA applicants must submit scores of the Graduate Management Admission Test. The test results must place the student in the upper three-fourths of college graduates according to national norms.

## **Conditional Admission**

**A person with an earned bachelors degree from an accredited college or university may be admitted conditionally for graduate studies with a 2.3 overall grade point average in all undergraduate course work attempted or a 2.5 in the last 60 semester hours attempted based on a 4.0 scale. The individual who is given conditional admission must maintain a 3.0 grade point average in the first twelve hours of graduate course work attempted to continue in graduate studies.**

**In addition to the requirements for admission to the Graduate College, an international student must also satisfy the following:**

### **1. Knowledge of English Language**

**The State Regents require a minimum TOEFL or IELTS score for admission to a state system institution. Those not meeting these standards must have a minimum score on TOEFL or IELTS and must successfully complete a minimum of 12 weeks of study at an approved intensive English program (IEP). The requirements are as follows:**

**Minimum Scores: 550 paper based TOEFL or 79 internet based TOEFL or 6.5 on IELTS OR 500 paper based TOEFL, 61 internet based TOEFL or 5.5 IELTS and completion of 12 weeks of intensive English study.**

**An international applicant for whom English was the first and is the spoken language in the home must sign a statement to that effect.**

### **2. Application and Supporting Documents**

- a. A complete Application for Graduate Admission to Northeastern.**
- b. An official transcript of college or university records for all schools previously attended. In addition, complete and official English translations must be furnished with the original documents. All academic records must be signed by the appropriate school or government official and must include the seal of the school or government. The transcript must be sent directly from the schools to NSU.**
- c. Three letters of reference from school officials of schools attended showing applicant's rank in class, comparison with classmates, and length of time the writer has known the student.**
- d. Aptitude test scores no more than five years old.**
- e. Additional documents as required. Should it be unable to determine that the first degree earned is comparable to a U.S. Bachelor's degree, a course-by-course credential evaluation of transcripts must be done by a professional evaluation service. Information and application forms can be found on the Website of World Education Services (WES: [www.wes.org](http://www.wes.org)) or similar agencies.**

### **3. Financial Support**

Submit written proof on the appropriate certification form (provided in the admission packet) of the students ability to take care of at least one years education-related expenses in any one of the following forms:

- a. Official confirmation by the student's government of an adequate grant, scholarship, fellowship, or loan made available for the specific purpose of educational expenses of the student.
- b. Official confirmation by an educational or other organization or agency of adequate funds made available for the specific purpose of the student's study in the United States;
- c. Official confirmation by the student's government, through a central bank, for permission to transfer adequate funds to the United States for the specific purpose of education;
- d. Official confirmation by the student's parents, through a central bank, of adequate funds committed to support payment of all educational expenses; Any other source of financial support is considered not satisfactory.

### **4. Accident, Health and Hospitalization Insurance**

Submit an official copy of a document showing the student has an accident and hospitalization insurance policy in force for the period of the first year attendance at the University. Information on student insurance is available at the Office of Student Affairs and must be purchased for at least one year.

### **5. Other Documents**

At the time of enrollment, the student must present a valid passport with an F-1 visa and 1-94 form showing the date of stay in the United States.

If the student meets all requirements for admission including proficiency in English, a notice of acceptance for admission and a Certificate of Eligibility (Form I-20) will be sent to the student. The student must then take the Certificate of Eligibility (Form I-20) to the United States Consulate and apply for a United States Student Visa.

Once a student has been admitted under "International Student Admission", they will be issued an "I-20" and NSU will be considered their home institute. If for any reason, the student transfers their I-20 to another institution; their status at NSU will become inactive or non-degree seeking. Written permission from the new home institution will be required if an international student wished to enroll in any classes at NSU after making the transfer. To return to NSU, a complete international application packet must be submitted for review and consideration. All international students must be continuously enrolled and must take a minimum of nine hours of graduate course work each semester, with the exception of summer session, to stay in status. Students must also have a Degree Plan and Statement of Understanding on file in the Graduate College office before the close of the first semester of graduate studies.

It is the student's responsibility to stay abreast of the federal regulation changes as they are made by INS. You may review these regulations by visiting the website of <http://www.uscis.gov>.



## **Application Process**

1. Complete application for admission and submit \$25 application fee.
2. Arrange for academic records to be mailed to the address below.
3. Take TOEFL and have scores sent to NSU.  
TOEFL scores must be sent directly from Educational Testing Service and cannot be more than 2 years old. To order a test report from ETS, call: **609-771-7100**. NSU's school code is **6485**. For IELTS, test scores should be mailed from the IELTS test administrator to the International Programs address listed in this application.)
4. Complete the Statement of Financial Support and obtain bank statement.
5. See your physician for completion of NSU immunization Record form (note immunization requirements)
6. Complete Residence Hall/ Food Service Contract and submit \$75 deposit if you wish to live on campus.
7. Arrange for a professional evaluation of university transfer credits.

## **The Student Visa Process**

The following application process is for NEW F-1 students applying from their home country. Other students applying within the U.S. should work directly with the Office of International Programs.

Once all documents are received and you are accepted to Northeastern State University the Office of International Programs will send you a packet that includes:

- A letter of admission
- SEVIS I-20 document
- Instructions on how to pay the SEVIS I-20 fee
- Instructions on how to apply for your student visa through the United States Embassy or Consulate in your home country.

**All records and forms should be mailed to:  
Office of International Programs  
Northeastern State University  
600 N. Grand Ave.  
Tahlequah, OK 74464-2399  
USA**

I WISH TO APPLY FOR ADMISSION BEGINNING

FALL 20 \_\_\_\_ SPRING 20 \_\_\_\_ SUMMER 20 \_\_\_\_

LOCATION:

- NSU TAHLEQUAH
- NSU BROKEN ARROW
- NSU MUSKOGEE

# APPLICATION FOR INTERNATIONAL GRADUATE ADMISSION

APPLICATION SHOULD BE FILED AT LEAST ONE MONTH PRIOR TO ENROLLMENT

(Some degree programs require an earlier application)

INTERNATIONAL PROGRAMS  
 NORTHEASTERN STATE UNIVERSITY  
 601 N. Grand Ave.  
 TAHLEQUAH, OKLAHOMA 74464-2399  
 TELEPHONE 918.444.2050  
 FAX 918.458.2056

**Application Instructions:** 1. Fill out application. 2. Save application file to your computer. 3. Email and attach application file to international@nsuok.edu

PASSPORT NUMBER	LEGAL NAME LAST	FIRST	MIDDLE	MAIDEN/OTHER NAME
PERMANENT ADDRESS		CITY	COUNTRY	POSTAL CODE HOME PHONE
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH	COUNTRY OF BIRTH		WHAT COUNTRY ARE YOU A CITIZEN?

HAVE YOU TAKEN?       GRE \_\_\_\_\_       MAT \_\_\_\_\_       GMAT \_\_\_\_\_       TOEFL \_\_\_\_\_       OTHER \_\_\_\_\_

PROGRAM YOU PLAN TO PURSUE (SEE NEXT PAGE)

PROGRAM CODE NUMBER (SEE NEXT PAGE)

LIST BELOW IN CHRONOLOGICAL ORDER ALL COLLEGES OR UNIVERSITIES THAT YOU HAVE ATTENDED INCLUDING NSU (FAILURE TO LIST ALL COLLEGES OR UNIVERSITIES WILL BE REASON FOR REFUSAL OR DISMISSAL.)

ONE (1) TRANSCRIPT FROM EACH COLLEGE ATTENDED MUST BE SENT BY THE COLLEGE TO NSU GRADUATE COLLEGE.

NAME OF COLLEGES AND/OR UNIVERSITIES ATTENDED	LOCATION	DATE ENTERED MONTH/YEAR	DATE LEFT MONTH/YEAR	DEGREE RECEIVED
LAST COLLEGE OR UNIVERSITY ATTENDED				
OTHER COLLEGES OR UNIVERSITIES ATTENDED				
(ATTACH ADDITIONAL SHEET IF NEEDED)				

I CERTIFY THAT ALL INFORMATION PROVIDED IS CORRECT. I UNDERSTAND THAT ANY FALSIFICATION IS CAUSE FOR IMMEDIATE CANCELLATION OF REGISTRATION AT NORTHEASTERN STATE UNIVERSITY. I FURTHER UNDERSTAND ADMISSION TO GRADUATE COLLEGE DOES NOT CONSTITUTE ADMISSION TO A SPECIFIC DEGREE PROGRAM. COURSE WORK COMPLETED PRIOR TO ADMISSION TO A DEGREE PROGRAM MAY NOT BE ACCEPTED.

THIS INFORMATION IS REQUIRED.


Have you ever been suspended or expelled from any higher educational institution?       Yes       No  
 Have you ever been convicted of, or pled guilty or nolo contendere (no contest), to a felony offense?       Yes       No  
 If yes, to either question please write a description of the circumstances and attach it to this application.

E-MAIL ADDRESS \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

MAJOR	PGA OR TEST SCORES	TYPE OF ADMISSION <input type="checkbox"/> 1. REGULAR <input type="checkbox"/> 2. CONDITIONAL <input type="checkbox"/> 3. TENTATIVE <input type="checkbox"/> NON-DEGREE <input type="checkbox"/> REJECTED			
ADVISOR'S NAME	COMMENTS:				
 GROO      REVISED 6/09	ADMISSION BASIS <input type="checkbox"/> D. NEW <input type="checkbox"/> E. TRANSFER <input type="checkbox"/> F. RETURNING	ADMISSION STATUS <input type="checkbox"/> A. NEW <input type="checkbox"/> R. RETURNING <input type="checkbox"/> U. DECLINE	<input type="checkbox"/> APPROVED GRADUATE COLLEGE	<input type="checkbox"/> DISAPPROVED DATE _____	PROCESSED BY _____ DATE _____

**GRADUATE DEGREE CERTIFICATE OBJECTIVES  
DEGREE PROGRAM**

<b>CODE</b>		<b>CODE</b>	
	<b>MASTER OF ARTS</b>		<b>MASTER OF EDUCATION</b>
9855	American Studies	3400	Early Childhood
4260	Communications	7710	Mathematics Education
4255	English	3760	Reading
		3765	School Administration
1585	<b>MASTER OF BUSINESS ADMINISTRATION</b>	6185	School Counseling
1590	Professional MBA	7720	Science Education
		3910	Teaching (Select Option)
	<b>MASTER OF SCIENCE</b>	3801	Opt 1-English
1300	Accounting & Financial Analysis	3803	Opt 2-Health & Phy Ed
3600	HIED Administration & Svc/HIED Emphasis	3807	Opt 3-Liberal Studies
3601	HIED Administration & Svc/ Std Personnel Svc Emphasis	3819	Opt 4-Early Childhood
5500	Health & Kinesiology	3823	Opt 5-Spec Learning Populations
6145	Counseling Psychology	3827	Opt 6-Reading Instruction
9850	Criminal Justice	3831	Opt 7-Instructional Leadership
8445	Industrial Management	3843	Opt 8-Classroom Guidance
3300	Library Media & Information Technology	3848	Opt 9-Professional Enhancement
6870	Speech Language Pathology	3855	Opt 10-Bilingual/Multi Cultural Education
6125	Substance Abuse		
			<b>CERTIFICATE PROGRAMS</b>
		3040	Alternative School Administration Certificate
		3755	Reading Specialist Standard Certificate
		3310	School Library Media Specialist Standard Certificate
		6180	School Counselor Standard Certificate
		4257	Writing Program Administration Certificate
		6871	Visually Impaired Standard Certificate
			<b>OTHER</b>
		0974	Non-Pursuing - Includes recertification and additional certification.

RETURN APPLICATION TO:  
NSU Graduate College  
601 N Grand Ave  
Tahlequah, OK 74464-2399



## I-20 Application Form

Please list your **exact legal name as it appears on your passport**. All documents submitted must be in this name. If you are admitted, this name will appear on all permanent records at NSU.

\_\_\_\_\_  
Last/Family Name                      First                      Middle

Date of Birth: \_\_\_\_\_  
                    Month              Day              Year

City & Country of Birth: \_\_\_\_\_

Country of Current Citizenship: \_\_\_\_\_

### **Permanent address in your home country (must be a physical address)**

Street: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### **Program of Study (Required)**

List your major field of study that will appear on the I-20:

\_\_\_\_\_

### **Passport Information**

Country of origin: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_ (Must have at least 6 months remaining)



## Northeastern State University Statement of Financial Support

The United States Department of Homeland Security requires each applicant to provide documents of guaranteed financial support to cover all your school, living, and personal expenses while you are studying at NSU. These documents can be from the student or a student's sponsor(s). This amount is subject to change without notice. The financial documentation must be complete and no more than 6 months old.

Acceptable documents include:

1. A monthly bank statement showing the account balance OR a letter from a bank on bank letterhead listing the account balance. The statement should be in English (if possible) and the account should contain money that can be withdrawn upon demand (rather than a credit account).
2. A letter from the person/organization agreeing to be the student's sponsor or a letter from a government agency that will be sponsoring you with a scholarship.

### ESTIMATED COSTS OF ATTENDANCE AT NSU

Tuition and Fees	\$9,200.00
Living Expenses	\$7,200.00
Books/Supplies/Transportation/Immunizations/Health Insurance	\$2,100.00
<b>TOTAL</b>	<b>\$18,500.00</b>

**\*\*If you are bringing a family, please contact us for additional information\*\***

### VERIFICATION OF SPONSOR

Sponsor's Name (please print) \_\_\_\_\_

Relationship of Sponsor to Applicant \_\_\_\_\_