



OFFICE OF GRADUATE
SERVICES
FROSTBURG STATE
UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND
21532-2303
301-687-4595

To The Prospective FSU International Graduate Student:

We are pleased that you are interested in Frostburg State University Graduate Programs and have enclosed all necessary information and instructions that you will need to make official application to the University. All applicants, however, should read all instructions carefully and give careful consideration to the requirements necessary to make full application and plan accordingly. After reviewing this information, please do not hesitate to contact the Office of Graduate Services for assistance or to ask questions. If at any time I can be of assistance to you please do not hesitate to call or contact me directly. International Students have many challenges that require advanced planning, and therefore I would recommend you keep in close contact with this office to ensure that we have received your application and other necessary supporting materials.

In addition, each of our graduate programs has their own admission requirements that can be found in our graduate catalog. The graduate catalog can be found on our website at www.frostburg.edu/grad.

If after reviewing the enclosed information and the information on-line, please do not hesitate to call this office for further assistance. My contact information is below and I would be happy to assist you in any way to ensure your successful application to Frostburg State University Graduate Programs.

Vickie Mazer

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Important Considerations for Applying to Frostburg State University Graduate Programs

- (1) Frostburg State University provides aid to international students in several forms, some of which are based on the basis of academic merit and provided on a competitive basis. These various types of aid are renewable as long as the student makes academic progress toward degree.

- ❖ International Fellowships
- ❖ Graduate Assistantships
- ❖ International Student Grants (noncompetitive)
- ❖ International Student Scholarships
- ❖ Residential Grants (noncompetitive)
- ❖ Work Study Programs
- ❖ Rowe International Scholarship – (based on need)

While the Immigration and Naturalization Service will grant permission for students to work, this permission is generally part-time, on campus employment and is not meant to allow a student to meet all financial needs.

- (2) An international student on an F-1 or J-1 Visa must be enrolled as a full-time student. To be classified as a full-time student you must carry a minimum 9 academic credits (approximately 3 courses) as a graduate student during the fall and spring semesters,
- (3) Frostburg State University is located in a small town in the western most region of the State and is located approximately 2-2.5 hours from the nearest metropolitan area and international airport. Please take this into consideration when planning for all of your needs including arrangement of transportation to Frostburg State University after arriving in the states. FSU's Center for International Education will pick up new international students at the airport as long as they arrive during planned arrival dates.
- (4) On-campus housing is available at Frostburg State University. If you desire on-campus housing, read the enclosed housing information and return the Housing Request Form to the Resident Life Office or to Edgewood Commons if you prefer apartment style housing. Limited off-campus housing is available as well. If a student is interested in off campus housing, the Graduate Services Office and the Center for International Education can provide the names and contact information to local rental agencies.
- (5) Financial information - compared to many colleges and universities in the United States, Frostburg State University is a very affordable institution. Listed below are approximate costs for the 2007-2008 academic year. **Be aware that these figures are approximate and may vary according to the individual. Additionally, tuition and fees are subject to change by action of the Board of Regents without notice.**

Tuition and Fees for the Academic Year 2007-2008*

Tuition/Fees	\$ 12,720
Living & Transportation Expenses	\$ 8,200
Books, personal, etc.	\$ 2,200
Health Insurance	\$ 660
Total	\$ 23,780

*Based on 30 out-of-state Graduate Credit Hours.

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Application Procedures

An overseas international student seeking admission to Frostburg State University must apply according to the following schedule:

All required documents and information mentioned below must be in the office no later than **June 1** for your application to be considered for the fall semester; by **October 15** for your application to be considered for the spring semester; and by **January 15** for your application to be considered for the summer term. Failure to supply this information by the above dates will result in your application becoming void for the semester for which you applied. Therefore, we encourage you to use airmail service to communicate with the appropriate office.

The following steps are required for admission:

- (1) Submit a completed Graduate Admission Application to the Office of Graduate Services, Frostburg State University, Frostburg, Maryland, 21532, USA. Special note: Please notice that there is a different form for undergraduate admission (B.A., B.S., B.F.A.) and graduate admissions (M.A., M.A.T., M.B.A., M.Ed., M.S.). You may submit your application online at www.frostburg.edu.
- (2) Have the Education Testing Service (ETS) send the results of the Test of English as a Foreign Language (TOEFL) to the Office of Graduate Services at Frostburg State University. This test should be taken if the applicant is from a non-English speaking country. On the TOEFL it is necessary that a student attain at least a score of **550** on paper, **213** on the computerized exam, or **79** on the internet exam. The test should be taken approximately six months in advance of the semester for which you are applying. Arrangements can be made by writing TOEFL, Education Testing Services, P.O. Box 899, Princeton, New Jersey, 08540, USA (or www.ets.org). NOTE: All international students will be required to submit TOEFL scores with the possible exceptions:
 - (a) Non-native speakers of English who have graduated from secondary institutions or who transfer from post secondary institutions in English-speaking countries, provided they have spent a minimum of two years in successful full-time study and the language of instruction was English.
 - (b) Students from countries where English is the first language or the language of instruction in the educational system.
- (3) Submit **official/original** transcripts showing all secondary and/or university academic work completed. These transcripts must show the subjects undertaken, grades for the subjects, and degrees awarded. Official copies must bear the seal of the issuing school and the actual signature of the student's secondary school and/or university registrar. All documents must be accompanied by notarized English translation. Complete the attached Application for Evaluation of Foreign Credentials and submit it with the specified credentials and fee to **World Education Services**, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745 or **International Consultants of Delaware, Inc.**, 109 Barksdale Professional center, Newark, Delaware 19711 or **Educational Credential Evaluators, Inc.**, P.O. Box 92970, Milwaukee, WI 53202-0970.
- (4) Complete the attached FSU Certification of Financial Support Form and submit it to the Office of Graduate Services along with your application for admission. This form attests that your sponsor is aware of the educational and living expenses and is prepared to provide the necessary funds. The approximate costs are provided in an earlier section of this document. **The student must pay all educational costs in full at registration.**
- (5) Complete the attached Health Insurance Acknowledgement Form and submit it to the Office of Graduate Services. For the protection of the student, Frostburg State University requires that all international students who attend the University have health insurance as long as he or she is a student at the University. **Students are required to enroll in COMPASS/Silver Student Medical Insurance, and will be billed for health insurance on their student registration bill each semester.**

No applicant can be granted admission to Frostburg State University, nor can be issued an I-20 form until all information required has been received by the University.

An international student must not come to Frostburg State University before receiving a formal letter of admission and an I-20 form (if the applicant resides outside of the United States).

The following materials must be sent to the Office of Graduate Services, Frostburg State University. The appropriate paperwork required to be of assistance is included in this packet of information:

- (1) FSU Graduate Application Form
- (2) TOEFL results (see www.ets.org)
- (3) Official college or university transcripts with official credential evaluation
- (4) FSU International Student Certification of Financial Support Form

Frostburg State University is not able to provide need based financial support to international students and while academic assistantships, fellowships and international student grants are available, they do not provide for the total costs associated with attending graduate school at FSU. Should you complete the application and be awarded a Graduate Assistantship, International Graduate Fellowship, International Student Grant, or International Student Residential Grant you would still have costs that would require you to document how your additional funds will be covered by yourself or a sponsor. The amount that you will be responsible for showing documentation for will be dependent on the types of assistance you will receive by one or more of the financial assistance options. Please see below example.

Academic Year 2007-2008	Total Cost to Student	International Student Grant	Other Assistance	Amount Requiring documentation from student or sponsor
Example 1	\$23,780	\$800	Residential Grant \$2,000	\$20,980
Example 2	\$23,780	0	International Fellowship \$10,500 Tuition Remission \$6,500 Stipend	\$6,780
Example 3	\$23,780	0	Graduate Assistantship \$6,300 Tuition Remission \$5,000 Stipend	\$12,480

Please note that all costs are based on 30 out-of-state credit hours

- (5) \$30 Application Fee - sent to the Business Office, Accounts Receivable, Frostburg State University. This fee must be provided in check or money order in U.S. currency. Frostburg State University is not able to process foreign currency or checks drawn on banks outside of the United States.
- (6) FSU Health Insurance Confirmation Form
- (7) The following programs require supplemental application materials and vary from program to program: Master of Arts in Teaching, Master of Education-School Counseling, MS Applied Computer Science, MS Applied Ecology & Conservation Biology, MS in Counseling Psychology, MS Park & Recreation Resource Management, and MS Wildlife/Fisheries require additional supplemental application materials. Please contact the Office of Graduate Services to arrange to receive the appropriate supplemental application materials. Requirements for each program can be found on the website at www.frostburg.edu/grad

The following must be sent to International Consultants of Delaware, World Education Services or Education Credential Evaluators, Inc.:

- (1) Application for Evaluation of Foreign Credentials
- (2) All transcripts and academic records
- (3) Required fee for **“Document-by-Document”** credential evaluation for all graduate programs except the MS Applied Computer Science and Master of Business which both require the **“Course-by-Course”** evaluation.

FSU Financial Confirmation Form

This form must be completed and submitted to the Office of Graduate Services along with the Application of Graduate Admission and application fee. The information requested on this form is necessary for completion of the I-20 form. Please print or type all information.

General Information:

Name _____

Address _____

Country of Birth _____

Country of Nationality _____

Expected date of completion of program of study _____

Visa type for which you will be making application or which you currently hold _____

Financial Support:

What is the name, address, occupation, and annual income of sponsor supplying funds?

Name _____

Address _____

Occupation Income (U.S. Dollars) _____

* How much will this person provide annually toward your education at Frostburg State University? Expenses for a full academic year are currently \$24,202. _____ (U.S. dollars)

Signature of person supplying funds/Relationship to student _____

FSU Financial Support-Continued

*How much of your own funds will be used to meet your expenses (do not include contributions in above):

(U.S. dollars) _____

*Have you been awarded a scholarship? If so give name of organization

Amount of award (in U.S. dollars) _____

Period of Time for award _____

*Indicate any additional funds available to you for your study at Frostburg State University (in U.S. dollars):

I certify that the previous statements are correct and that I understand that this document will be referred to after my arrival should I apply for financial aid of any kind.

Signature of Student

Date

Please note: An **original/official bank statement** for all sources of funds, signed and stamped with a bank seal to verify source of funds, must be sent directly to the Office of Graduate Services, Frostburg State University, Frostburg, Maryland, 21532.

*** Please attach original award letters to this document for supporting financial verification.**

Frostburg State University is not able to provide need based financial support to international students. FSU if not able to offer academic assistantship or fellowships that will provide for the total cost of education. Should you complete the Graduate Assistantship application process and be awarded a **Graduate Assistantship** you will still need to be able to document \$9800 USD in additional funds of your own or from a sponsor to provide for the total educational costs. Should you be awarded an **International Graduate Fellowship** you will need to be able to document \$4800 USD in additional funds of your own or from a sponsor to provide for the total educational costs.

FSU Health Insurance Acknowledgment Form

Please read carefully:

I understand that as an F-1 Visa holder, I am required to maintain adequate health insurance for as long as I am an active student at Frostburg State University.

By submitting this signed form, I am certifying that I will comply with this requirement. Health Insurance premiums will be accessed on each international student's account each semester.

I certify that I will:

_____ Enroll in COMPASS/Silver Student Medical Insurance, which meets Frostburg State University's minimum coverage upon arrival on campus, and maintain coverage while actively enrolled.

Student's signature

Date

FSU On-Campus Housing

If you are interested in living on campus, we are anxious to provide the most suitable accommodations available. In order to give you more choices of living accommodations, it is important that you make written inquiries to the Residence Life Office (<http://www.frostburg.edu/clife/reslife/>) as soon as possible and identify yourself as an International Graduate Student. If your housing request form has been received in our office by **May 1**, there is some chance that you may be assigned to a single room or a coeducational hall (if this is your preference).

It is important you are aware of the fact that, if you choose to live on campus, you will be entering into a one-year contract (2 semesters Fall/Spring) and you will not be allowed to break this agreement for the second semester (Spring) if you remain a student at Frostburg State University.

All students choosing to live in University housing must purchase either a meal plan. **There are no exceptions.**

Off - Campus Housing

As a service to students the Office of Student and Educational Services has developed a listing of potential off campus housing options (rooms, apartments and houses) for students (<http://www.frostburg.edu/clife/houselist.pdf>). Frostburg State University assumes no responsibility for the condition of the property(ies) listed; i.e. houses, apartments, rooms. The owners of these properties have agreed to make their properties available to students, faculty, or staff, regardless of race, gender, religion, national origin, sexual orientation, disability, age, or veterans military status. They have also agreed to remain in compliance with State Fire Code and local codes and ordinances regarding rental properties.

Housing Request Form for Graduate Students

All students requiring residence hall housing must complete this form. Please do not send any money with this request.

Please type or print

Name _____

USA Social Security Number: _____

Address _____

City _____ State _____

Zip _____ Country _____

Home Phone Number _____

E-mail address: _____

Age _____ Sex: M F _____

Birth Date: _____

Enrollment Entry Date: Fall 20 _____ Summer 20 _____ Spring 20 _____

Physical disabilities, if any _____

Roommate choice _____

Name _____

Sex: M F

Address _____

City _____ State _____ Zip _____ Country _____

Home Phone Number _____

E-mail address: _____