

Frostburg State University

International Student Applicant Packet for Graduate Students

Thank you for your interest in Frostburg State University. As an international student interested in applying for admission to our university as graduate student, this packet has been developed to help steer you through the process of application.

The international student admission process is concerned primarily with three things: **(1) academic qualifications; (2) English language proficiency and; (3) financial support.** The following admission procedures are designed to ensure that the above concerns are satisfied. In this packet you will find a checklist of items that you will need to accomplish to gain admission and forms that are required to be completed. If you follow this checklist you should be able to complete the application process with ease.

In order for the University to comply with U.S. Government regulations in a timely manner, the following deadlines are recommended if you reside outside of the United States. If you reside in the U.S. ,you may apply at any time prior to the semester however, all of the paperwork would need to be complete before an admission decision could be made, particularly for students living outside of the U.S.

<u>SEMESTER PLANNING TO ENTER</u>	<u>DEADLINE FOR SUBMITTING APPLICATIONS</u>
Fall Semester	June 1
Spring Semester	October 1

Due to limited on campus course offerings and the suspension of many campus services during the summer months and limited course offerings, admission will generally not be granted during the summer.

CHECKLIST

Submit University Application

You may submit your application by mail or you may submit your application online. Applications can be found online at the following address: (pdf format is available for download and printing or you can request one be sent to you by contacting the Office of Graduate Services at gradservices@frostburg.edu <http://www.frostburg.edu/grad/apply.htm> for online graduate applications

Pay one time application fee of \$30.00.

This can be paid online or you may send a check or money order payable to Frostburg State University, Billing Office, 101 Braddock Rd, Frostburg, MD 21532. To pay by credit card go to <http://paws.frostburg.edu/WEBAPP/pay.html> The student's name should be included with any payment.

Submit official transcripts : Submit **official** (original) or **school certified** academic transcript(s) from colleges/universities attended. Your academic transcript(s) must list courses undertaken, grades received, annual mark sheets, examination sheets, degrees awarded, and leaving certificates as they apply in your home country.

Graduate applicants only.

Students applying for various programs may be required to submit GMAT ,GRE or Praxis II scores depending on their program of interest. Please refer to the Graduate Program requirements for information on your program test requirements. Program requirements can be found in our graduate catalog at: <http://www.frostburg.edu/grad/catalog.htm>.

Proof of English proficiency Frostburg State University will consider English proficiency scores from a variety of standardized ESL assessment tests including TOEFL, IELTS, ELS Language Centers,

Inlingua English Center, and The Language Company. The following test scores are currently required for full admission to an undergraduate or graduate degree program at FSU:

- TOEFL 550P/213C/79iBT
- IELTS 6.0
- ELS Language Centers – successful completion of ELS Level 112
- Inlingua English Center – successful completion of Inlingua Level 12
- The Language Company – successful completion of TLC Level 9

We recommend that students take the TOEFL or IELTS exam at least six (6) months in advance of the semester for which you are seeking enrollment.

Waiver of the English proficiency can be granted if students :

(a) are Non-native speakers of English who graduated from secondary institutions or who transfer from post secondary institutions where the official language is English (as indicated on the U.S. Department of State website), 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

TOEFL Services

Educational Testing Service
P.O. Box 6155
Princeton, NJ 08541-6151 USA
Tel: (609) 771-7100
Fax: (610) 290-8972
Website: <http://www.toefl.org>

IELTS International

825 Colorado Blvd., Suite 112
Los Angeles, CA 90041-1741 USA
Tel: (323) 255-2771
Fax: (323) 255-1261
Website: www.ielts.org

Submit a professional course-by-course evaluation of foreign academic transcripts

The professional education evaluation will determine your academic level within the American system of education. You may send your transcript to one of the following evaluation services. You will be required to pay a fee directly to the service that you choose

International Consultants of Delaware, Inc.

Postal Mail Address:
P.O. Box 8629
Philadelphia, PA 19101-8629 USA
Courier Service Address:
3600 Market Street, Suite 450
Philadelphia, PA 19104-2651 USA
Tel: (215) 222-8454 ext. 603
Fax: (215) 349-0026
Website: www.icdeval.com

Josef Silny & Associates, Inc

International Education Consultants
Postal Mail & Courier Address:
7101 SW 102nd Avenue
Miami, FL 33173 USA
Tel: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com
Website: www.jsilny.com

World Education Services, Inc. (WES)

Postal Mail Address:
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087 USA
Courier Service Address:
64 Beaver Street, Suite 146
New York, NY 10004 USA
Tel: (212) 966-6311
Fax: (212) 739-6100
E-mail: info@wes.org
Website: www.wes.org

Financial Verification in English:

You will be asked to show that you have at least one year of expenses at your disposal to support your education. This amount is subject to change. Instructions for the financial verification Forms and required supplemental documents are enclosed in this packet.

For more information or assistance contact:

Admissions: Graduate
Vickie Mazer, Director Graduate Services, DSO/ARO
vmazer@frostburg.edu
101 Braddock Rd.
Frostburg, MD 21532
301-687-4595

Tracey Klickman,
Director Center for International Education, PDSO/RO
taklickman@frostburg.edu
101 Braddock Rd.
Frostburg, MD 21532
301-687-3091

International Student Financial Certification Requirements and General Instructions

All International applicants who are or will be an F-1 or J-1 visa holder must show proof of adequate funding for at least a full year of study before an I-20 or DS-2019 form can be issued.

The costs associated with your educational expenses at FSU that must be shown by your personal funds in combination with any sponsors should total the following amounts for the 2010-2011 academic year.

Graduate: \$20,528

The following are examples of potential/acceptable financial support for international students.

- A. **Personal:** if you have personal savings and intend to use this money for all or part of your financial support, indicate the amount you will use per year (in US dollars). Complete the **Student/Sponsor Certificate of Financial Support (Form A)** document. Have your bank complete the **Bank Certificate of Financial Support (Form B)** document. This form must be sent with an official bank officer's signature and must include the official bank seal. You must also forward bank statements from the most recent 90 day period with Forms A and B.
- B. **Parents or Individual Sponsors:** if your parents or other individuals are able to sponsor all or part of your educational expense, indicate the amount of funds (in US dollars) they will make available to you per year. Have your parent and or sponsor complete the **Form A Student/Sponsor Certificate of Financial Support** document. Have your parent or sponsor's bank complete the **Form B Bank Certificate of Financial Support** document. These forms, along with an official bank statements from the most recent 90 days verifying the amount of money (in US dollars) they have on deposit at the bank, must be sent to us with Forms A and B.
- C. **Private Organization:** if you will be sponsored by a private organization or other agency, indicate the amount of funds (in US dollars) they will make available to you per year. Have the organization or agency complete the **Student/Sponsor Certificate of Financial Support** document. A signed copy of your award letter on the organization or agency's letterhead, detailing the terms and amount of your award must be enclosed.
- D. **Other:** If you have another source of support, not included above, you should indicate the amount of funds (in US dollars) available to you per year. Enclose a signed affidavit or letter from the authorized person, certifying the amount, terms, and time frames that the support is available for support. This information must be provided in US Dollars. **Original copy of letterhead and signatures must be present on the document. Contact information for the authorizing person should be included in the information provided.**
- E. If Frostburg State University has committed any funding to you please include this information on your student financial certification form in section E on the form.

Submit Form A: Student/Sponsor Financial Certification for each funding source that you will be using to fund your educational expenses for Frostburg State University. The **Student/Sponsor Form A** should be filled out by each of the funding sources that will be contributing to your educational expenses. Each form must have original signatures.

Submit Bank Statements with each Form A: Each Form A must be accompanied by bank statements for the most recent 90 day period which reflects available balance of funds that each funding source has pledged for your educational expenses.

Submit Form B: Bank Financial Certification for each funding source that you will be using to fund your educational expenses for Frostburg State University. Form B should be filled out by the bank and should provide original signature and bank seal or stamp.

If you do not use the form you can submit a statement from the bank with the following information:

An original statement from the financial institution(s) detailing account activity, must be submitted as part of the prospective student's application package.

(1) The statement should be written on the financial institution(s)'s letterhead.

(2) The statement should contain an original signature and bear the financial institution(s)'s stamp or seal.

(3) The document should list the account holder's name; the current balance in the account(s) (in U.S. dollars); the amount available for withdrawal (in U.S. dollars); and the average balance for the last 90 days (in U.S. dollars.)

FORM A :INTERNATIONAL STUDENT/SPONSOR CERTIFICATION OF FINANCIAL SUPPORT
 Form A will be required for each person pledging financial support to the International Student named below

A. APPLICANT'S/STUDENT

LEGAL NAME:

(PLEASE PRINT) _____
FAMILY NAME FIRST NAME MIDDLE NAME

B.

_____ Country of Birth _____ Country of Citizenship

C. SPONSOR'S NAME:

(PLEASE PRINT) FAMILY NAME FIRST NAME _____ RELATIONSHIP TO APPLICANT
(I.E., FATHER, AUNT, FRIEND)

D. SPONSOR'S ADDRESS:

(PLEASE PRINT) NUMBER AND STREET CITY STATE/PROVINCE _____

POSTAL CODE COUNTRY _____

SPONSOR'S TELEPHONE NUMBER: _____
COUNTRY CODE CITY CODE

SPONSOR'S FAX NUMBER: _____
COUNTRY CODE CITY CODE

SPONSOR'S E-MAIL ADDRESS:

(PLEASE PRINT) _____

E. SOURCE OF FINANCIAL SUPPORT: AMOUNT FOR FIRST YEAR OF STUDY:

- Student's Personal Savings \$ _____ (USD)
- Funds from Family or Sponsor(s) \$ _____ (USD)
- Funds from Government or an Agency \$ _____ (USD)
(INCLUDE A COPY OF THE AWARD LETTER)
- OTHER (funds from FSU grants, Scholarships, assistantships confirmed) \$ _____ (USD)

TOTAL DOLLARS MUST EQUAL AT LEAST THE CURRENT ACADEMIC YEAR COSTS \$ _____ (USD)
 (See box to the right)

Frostburg State University
Annual Expenses

GRADUATE : \$20,528

F. Each source of financial support/sponsor must provide a bank statement that provides activity from the last 90 days.

I certify that the information on this form is a true and accurate statement. The funds stated above will be provided for the above named student to study at Frostburg State University. *I understand that expenses are subject to increase at any time and that I should contact the University to determine current academic year costs.*

If the bank statements provided show accounts in more than one name, all account holders must sign below.

Signature of Sponsor(s) _____ Date _____
 (or applicant if self-supporting)

Additional Signature(s) (if needed) _____ Date _____

All signatures must be original and each sponsor must submit FORM B :International Bank Financial Certification Form or a letter from their financial institution that includes the following.

- An **original** statement from the financial institution(s) detailing account activity as outlined below:
- (1) The statement should be written on the financial institution(s)'s letterhead.
 - (2) The statement should contain an **original signature** and bear the financial institution(s)'s **stamp or seal**.
 - (3) The document should list the account holder's name; the current balance in the account(s) (in U.S. dollars); the amount available for withdrawal (in U.S. dollars); and the average balance for the last 90 days (in U.S. dollars.)

FROSTBURG STATE UNIVERSITY
OFFICE OF ADMISSIONS
INTERNATIONAL DATA COORDINATOR
101 BRADDOCK ROAD
FROSTBURG, MD 21532-2303
TELEPHONE : (301) 687-3185
FAX: (301) 687-4597
EMAIL: lfblair@frostburg.edu
Web: www.frostburg.edu

FORM B : BANK- INTERNATIONAL STUDENT CERTIFICATION OF FINANCIAL SUPPORT

Form B will be required for each person pledging financial support to the International Student named below

APPLICANT/STUDENT LEGAL NAME: _____

SPONSOR NAME: _____ SPONSOR PHONE _____

SPONSOR ADDRESS: _____

SPONSOR EMAIL: _____

A. NAME OF BANK:

(PLEASE PRINT)

B. BANK ADDRESS:

(PLEASE PRINT) NUMBER AND STREET CITY STATE/PROVINCE

POSTAL CODE COUNTRY

C. NAME AND TITLE OF BANK OFFICIAL:

(PLEASE PRINT)

PHONE NUMBER: _____ (_____) _____ - _____
COUNTRY CODE CITY CODE

FAX NUMBER: _____ (_____) _____ - _____
COUNTRY CODE CITY CODE

E-MAIL ADDRESS:

D. NAME OF ACCOUNT HOLDER(S):

(PLEASE PRINT)

E. AVAILABLE FUNDS IN \$USD FOR EDUCATIONAL SPONSORSHIP:

TYPE OF ACCOUNT

**F. What is the present exchange rate of your country's currency to the U.S. dollar
(for example, 3100 pesos = \$1.00 USD)?**

I certify that the above named person(s) is a sponsor for the above named student and has _____ USD funds on deposit to be used toward the current academic year expenses at Frostburg State University . This certification is offered with no responsibility on the part of this financial institution.

Signature of Bank Official: _____ Date: _____
(MM/DD/YYYY)

Title of Official: _____

Official Stamp or Seal of Bank

(SIGNATURE AND SEAL/STAMP MUST BE ORIGINAL Or THIS DOCUMENT WILL BE REJECTED)

FSU Health Insurance Acknowledgement- Form C

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 HTH Worldwide Insurance Services, Inc., which meets Frostburg State University's minimum coverage upon arrival on campus, and maintain coverage while actively enrolled.

Students Signature

Date

Name

Print