

EASTERN MICHIGAN UNIVERSITY™

GRADUATE STUDIES INFORMATION CHECKLIST FOR INTERNATIONAL APPLICANTS

Please read through all TEN (10) items

Be sure to read through both pages of this checklist. Upon our receipt of a document, please allow our office **8-10 business days** to have it added to your electronic admission file. All required documents must be received in the proper format before your file is reviewed/evaluated. E-mail or call EMU if you have any questions about these requirements or additional information:

international.admissions@emich.edu; 734-487-0205.

Important Websites: International Admissions-

http://www.emich.edu/admissions/grad/international_students/index.php

Admissions Forms Library-

http://www.emich.edu/admissions/forms_library/index.php?t=grad

Graduate School- <http://www.gradschool.emich.edu/>

1. Important dates

	Complete Application Packet Deadline	I-20 Final Issue Date**
Fall semester (September)	May 1/ Feb 15*	August 10
Winter semester (January)	October 1/ Sept. 1*	December 10
Spring semester (May)	March 1	April 10
Summer semester (late June)	April 1	June 10

Important Deadline Information

**Students requiring an I-20 or who are applying for a graduate assistantship must apply by these priority dates.*

*** No I-20s will be produced for overseas mailing after these dates. Departmental graduate program deadlines may be earlier. For specific dates, contact the individual department or consult the current online catalog from the EMU Web site: www.emich.edu.*

2. Application and fee

An application processing fee of \$35 U.S. (\$25 if you apply online with a credit card) must be received with your application in order for it to be evaluated. Only a money order or a check (from a U.S. affiliated bank) payable to *Eastern Michigan University* is acceptable. **Do not send cash or postal orders.**

3. Educational Credentials:

A four-year bachelor's degree from a Ministry of Education recognized or accredited institution is the minimum degree requirement for admission. We require all tertiary academic records (post secondary). Three year bachelor holders **may** be eligible to be admitted to our Bridge Program and complete the deficit course work as part of the EMU Master's program. There is no special application for the Bridge Program. Not all programs at EMU admit Bridge students; please check with the department.

a. Transcripts (individual mark sheets), academic record, etc.

An original transcript or true attested copy of the academic record from each post-secondary school must be submitted directly from the degree-granting university, in the original language, with an official Registrar university seal on the *credential* and the *envelope* (non-opened). Individual marksheets/ academic records listing each semester and course taken with grades listed in detail are required, not consolidated marksheets. **Student copies, faxes, photocopies or documents signed by unauthorized individuals will not be considered official.** A key of the grading system should be included. If the document is not automatically issued in English, a literal, word for word English translation must be provided. Degree evaluations from evaluation services may be used as a translation only.

****If you are attending an affiliate college, your academic records must be degree granting University.** They *cannot* be issued by the affiliate college.

b. Diploma, degree certificate, provisional certificate, etc.

An official or true attested copy of your diploma showing the degree or title awarded must be submitted from the granting institution with an official Registrar university seal on the credential and the sealed envelope. **Student copies, faxes, photocopies or documents signed by unauthorized individuals will not be considered official.** Students currently finishing the last year of their degree can be considered for conditional senior admission and must submit the final transcript/marksheets and diploma in the first semester of enrollment at EMU. A key of the grading system should be included. If the document is not automatically issued in English, a literal, word for word English translation must be provided.

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4. Currently residing inside the United States:

a. Legal US Permanent Resident

U.S. Permanent Residents should submit a copy of their green card/Alien Registration card/Legal Permanent Resident card. *Fax 734-487-6559*

b. Other Visa holders

Students currently holding another type of visa that are authorized for study in the US must submit a *current* copy of their visa (and employer letter, applicable to work visa type). If you are the dependent of a primary visa holder, you must also submit a *current* copy of the primary visa, a current copy of the dependent visa and a recent employer letter (if applicable) showing that the visa status is current. These documents may be faxed or photocopied. *Fax 734-487-6559*

c. Current F-1/J-1 holders *only*

i. Foreign Student Advisor Letter

If you are currently attending a university or college in the US on an F-1 or J-1 visa, you must submit a completed [Foreign Student Advisor Letter form](#). This form may be faxed. **Include a copy of your current I-20, I-94 and passport.** This form must be signed within six months prior to enrollment.

ii. Financial Statement for International Applicants

International applicants seeking an F-1 or J-1 visa must submit the most recent [Financial Statement for International Applicants](#), provided by Eastern Michigan University. **This document must contain original signatures; faxes or photocopies are not considered official.**

5. Currently residing outside of United States:

a. Financial Statement for International Applicants

In order to receive an I-20 from EMU, you must also submit the most recent [Financial Statement for International Applicants](#), provided by Eastern Michigan University.

This document must contain original signatures; faxes or photocopies are not considered official.

b. Current Passport

You must include a photocopy of your current passport or National Identity Card in order for us to produce an I20.

6. English proficiency

An official score report received directly from one of the following: the Test of English as a Foreign Language (TOEFL), International English Language Test System (IELTS), or the Michigan English Language Assessment Battery (MELAB) must be sent by the testing service directly to the University. **Student score reports, faxes or photocopies will not be considered official.** If the TOEFL is taken, the Test of Written English (TWE) is also required by some departments. A conditional admission *may* be available for those who fall just below the minimum score requirements.

7. Tests and examinations

Graduate programs in the College of Business require the GMAT with a minimum score of 450. Some departments require a higher score or accept GRE in lieu of GMAT; check with the department for details.

The general test of the GRE is required by most programs in education, chemistry, psychology and biology. It is recommended but not required for a program in English or Criminology. Minimum score requirements vary by program.

8. Other Requirements

Contact the individual department for specific requirements, such as letters of recommendation, portfolio, personal statement, resume, etc.

9. Release form

_ A completed [Information Release form](#) including an original signature by the applicant must be submitted if information is to be released to anyone other than the prospective student. This form is available on our web site and it may be faxed. It is valid only for applicants from outside of the US who do not have access to e-mail.

10. Other information

Misrepresentation of facts may be cause for refusal of admission, cancellation of admission, or suspension or dismissal from the University if discovered subsequently. Students must fill out their own application materials, not a third party. All credentials submitted in support of the application become the property of the University and are not returnable.