

# EASTERN MICHIGAN UNIVERSITY™

## UNDERGRADUATE STUDIES INFORMATION CHECKLIST FOR INTERNATIONAL APPLICANTS

Please read through all nine (9) items

Be sure to read through both pages of this checklist. Upon our receipt of a document, please allow our office 10-15 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](mailto:international.admissions@emich.edu); 734-487-0205.

Important Websites: International Admissions-

[http://www.emich.edu/admissions/undergrad/international\\_students/index.php](http://www.emich.edu/admissions/undergrad/international_students/index.php)

Admissions Forms Library- [http://www.emich.edu/admissions/forms\\_library/index.php](http://www.emich.edu/admissions/forms_library/index.php)

### 1. Important dates

Complete Application Packet Deadline		I-20 Final Issue Date**
Fall semester (September)	July 1	August 10
Winter semester (January)	November 1	December 10
Summer semester (May)	March 1	April 10

Important Deadline Information

\*\* No I-20s will be produced for overseas mailing after these dates.

### 2. Application and fee

An application processing fee of \$30 U.S. (\$20 if you apply online with a credit card or in person) 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:

Transcripts, individual mark sheets, academic records and diploma, degree certificate, or provisional certificate (if applicable)

**Directions for a freshman student applying (secondary/high school student):**

Submit an original transcript or true attested copy of the academic record in the original language from each secondary institution you attended/are attending. These documents must be submitted directly from the school in an official school sealed envelope. **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 from a translation service must also be provided (students cannot do their own translations). Evaluations from evaluation services will only be used as a translation only.

**Directions for a transfer, second bachelor, post bachelor certification, or undergraduate non degree student applying:**

**Educational Perspectives (EP)** is the credential evaluation service that provides evaluations of international educational credentials for applicants to EMU. All EMU applicants with international credentials must have an evaluation done by EP of all of their non-U.S. post-secondary credentials.

Please request the 'Detailed' report (course-by-course evaluation) for \$135.00. The fee for the 'Detailed' report covers the cost for all of your educational credentials to be evaluated. It is important that you send all of your documents you listed on your Educational Background section of the EMU application together to avoid paying a re-evaluation fee later. EP will also require an English translation for all documents not issued in English. The evaluation will take five business days from the time when your EP application, payment, and all of the documents needed for evaluation, are received at EP. EP will send a copy of the completed evaluation to you and EMU.

Visit the EMU EP web site: <http://www.edperspective.org/emich> for details on how to submit the evaluation request and to obtain an application form. This evaluation will be used to determine if you are eligible for admission to EMU, if your non-U.S. institution is recognized, what transfers credits are available for you, and what your U.S.-equivalent Grade Point Average (GPA) is. EMU no longer requires that you send your educational documents directly to us. You must get an evaluation from EP.

If you are currently enrolled in courses not yet completed, you will need to forward EP your final academic records/transcripts once you have completed the in-progress courses. EP will evaluate these new courses for an additional \$50.00 and issue an updated evaluation so EMU can evaluate potential transfer credit.

**Applicants from India:**

You will need to provide EP with copies of your official annual university-issued marksheets and degree/diploma certificate(s) for each program you have completed (bachelor's (including diploma courses if you transfer to a university). Please note that "consolidated" marksheets are not acceptable for evaluation.

**Applicants from China:**

You will need to make arrangements to have your official university academic records/transcripts issued through the China Academic Degrees and Graduate Information Center (CDGDC). Please follow the instructions on the CDGDC website here: <http://www.cdgdc.edu.cn> Please request that your academic records be sent directly to EP.

**Applicants from other countries:**

You will need to provide EP with official copies of your academic records issued in the official language of your country for all post-secondary study you have completed. You will be required to provide an English translation for all documents not issued in English so your evaluation can be completed.

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## 4. Currently residing inside the United States:

a.  Legal US Permanent Resident

b.  Other Visa holders

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

i.  International Student Advisor Letter

ii.  Financial Statement for International Applicants

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U.S. Permanent Residents should submit a copy of their Legal Permanent Resident card, (green card). Fax 734-487-6559

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

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 [International Student Advisor Letter](#). 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.

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.**

## 5. Currently residing outside of United States:

a.  Financial Statement for International Applicants

b.  Copy of current passport

## 6. English proficiency

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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.**

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

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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), the Michigan English Language Assessment Battery (MELAB), or Pearson's Test of Written English (PTE) – Academic version must be sent by the testing service directly to the University. **Student score reports, faxes or photocopies will not be considered official.** A conditional admission *may* be available for those who fall just below the minimum score requirements.

## 7. Tests and examinations

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ACT/SAT Official Score Reports must be sent directly from the testing agency. EMU's school code for ACT is 1990. EMU's School code for SAT is 1201. Only one of these tests is a requirement if you completed your secondary education here in the United States. ACT or SAT test scores may waive the English proficiency test requirement; the English sub score or Critical Reasoning sub score must be at least a 19 or 430, respectively.

## 8. Release form

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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.

## 9. Other information

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**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.*