

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 **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/internationalstudents/>
Admissions Forms Library- <http://www.emich.edu/admissions/forms/index.html>

Complete Application Packet Deadline

I-20 Final Issue Date**

1. Important dates

Fall semester (September)	July 1	August 10
Winter semester (January)	November 1	December 10
Spring semester (May)	March 1	April 10
Summer semester (late June)	May 1	June 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:

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

An original transcript or true attested copy of the academic record in the original language from:

- each secondary school if you are a freshman (if you are a high school student applying)
- each post-secondary school (if you are a transfer student applying)

These documents must be submitted directly from the degree granting institution. Post-secondary coursework must be from a Ministry of Education recognized or accredited institution in order to receive transfer credit **and** must be sent directly from the degree-granting university, in the original language, with an official Registrar university seal on the attested *credential* and the *envelope* (non-opened). Individual marksheets 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 from a translation service must also be provided (students cannot do their own translations). Degree evaluations from evaluation services will only be used as a translation only. We do our own evaluation of all official transcripts.

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

- b. Diploma, degree certificate, provisional certificate, etc. (if applicable)

An official or true attested copy of your diploma showing the degree or title awarded must be submitted from the degree 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.** 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 Legal Permanent Resident card, (green 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

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

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.**

b. Current Passport

Please also include the photo page of your current passport.

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.** A conditional admission *may* be available for those who fall just below the minimum score requirements.

7. Tests and examinations

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

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

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.