



2011 - 2012
**WSU International
Student Info Packet**

A Word of Welcome

Dear Prospective International Student,

There are so many fine universities and colleges in the United States, and we thank you for your interest in Worcester State University (WSU). Searching for just the right university is an exciting, but challenging, voyage. Our Admissions staff is available to address any questions or concerns that you may have about WSU or the admissions process.

Inside this packet, you'll find the information needed to apply to WSU as an international student. We define an international student as anyone who:

- is not a U.S. citizen.
- is not a U.S. permanent resident.
- has or is requesting a non-immigrant visa or status.

All international students who carry an F-1 student visa must enroll in a minimum of 12 credits each semester until the degree requirements are met. WSU does not offer financial assistance to international students, with the exception of some institutional scholarships awarded *after attending WSU for one academic year*.

Although a checklist of required academic credentials and financial documents has been included, please feel free to explore our website at <http://www.worcester.edu/> for more information about WSU and the admissions process. We wish you the best of luck as you begin the journey of achieving your higher education goals at WSU!

Sincerely,

The Admissions Office
508-929-8040

PLEASE NOTE:

All international applicants are considered for fall (Sept) semester admission.

- **March 1st 2012:** Completed application deadline*
- **May 1st:** Tuition deposit deadline

An I-20 is issued after an accepted applicant has paid the tuition deposit.

- **\$150.00 (USD)** for commuter students
- **\$300.00 (USD)** for on-campus resident students

In general, only international applicants already in the U.S. are considered for the spring (Jan) semester. Admission is considered on a case-by-case basis.

Please contact the Admissions Office for more information.

- **November 1st:** Completed application deadline*
- **December 1st:** Tuition deposit deadline

***International applications are considered complete when all academic credentials, test score reports, and financial documents are received. There are no exceptions made to any of the deadlines listed in this document.**



2009 - 2010
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Sara Grady, Kirsh Donis, and Ben McElroy
Admissions Office

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International Freshman Checklist *(applicant never attended college/university)*

- _____ Application for Admission (Paper or Online) www.worcester.edu/admissions ~ Click “Apply Now”
- _____ \$40.00 (USD) Application Fee—Check or Money Order made payable to Worcester State University
- _____ Official High School Transcript or National Exam Scores, with official English language translation if applicable
- _____ Official Evaluation of High School Transcript (Refer to Page 3, Item 5)
- _____ Valid TOEFL Score Report if education was in a language other than English (WSU Institutional Code: 3524)
- _____ SAT Score Report (WSU Institutional Code: 3524)
- _____ Waiver of Confidential Information (optional)

Items Required before an I-20 can be issued:

- _____ Worcester State University Certification of Finances Form (Parts I-IV) _____ Copy of passport ID page

International Transfer Checklist *(applicant has attended college/university)*

- _____ Application for Admission (Paper or Online) www.worcester.edu/admissions ~ Click “Apply Now”
- _____ \$40.00 (USD) Application Fee—Check or Money Order made payable to Worcester State University
- _____ Official High School Transcript or National Exam Scores, with official English translation if applicable
- _____ Evaluation of Official High School Transcript, with official English translation if applicable
- _____ Official **course-by-course** Evaluation of all non-U.S. transcripts (Refer to Page 3, Item 5)
- _____ Valid TOEFL Score Report, within the last two years if English is not the native language (WSU Institutional Code: 3524)
 Applicants with a Regionally Accredited Associates Degree are NOT required to submit TOEFL report
- _____ Waiver of Confidential Information (optional)

Items Required before an I-20 can be issued:

- _____ WSU Certification of Finances Form Parts I-IV (included in packet) _____ Copy of passport ID page
- _____ Copy of Current I-20 _____ Copy of WSU Transfer Request Form

PLEASE NOTE: All of the academic credentials, test score reports, and financial documents included on the checklists must be originals. The following documents **are not accepted:**

- Photocopies * Email attachments
- Scanned copies * Faxes
- **All academic credentials, test scores, and financial documents submitted to the Admissions Office become the property of WSU and will not be returned to the applicant under any circumstances.**

Application and Academic Info

1. The completed Application for Admission and the Application Fee (payable to “Worcester State University”) should be submitted to:

Admissions Office
Worcester State University
486 Chandler Street
Worcester, MA 01602-2597
USA

2. All international students are required to provide their Permanent Foreign Address (Item #4) and a Major Program (Item #24) on the Application for Admission. An I-20 will not be issued if you choose “Undeclared” for the Major Program.
3. If you are studying in the U.S. when you apply to WSU, a copy of your visa and current I-20 are also required.
4. All academic credentials, test scores, and financial documents submitted to the Admissions Office become the property of WSU and will not be returned to the applicant under any circumstances.
5. We recommend that you use one of the following credit evaluation agencies for your academic credentials. For contact information, please refer to page 5.

Center for Educational Documentation (CED)

World Education Services (WES)

6. A Course-by-Course Evaluation includes grade and credit hour equivalents for each course; when submitting *college/university* credentials, be sure that you request this type of transcript evaluation service.
7. The Institution Code for WSU is **3524**. The Institution Code allows WSU to receive official TOEFL and SAT scores directly from the Educational Testing Service and the University Board.
8. TOEFL is a requirement for all applicants who have studied in a country where English is not the native language.
9. The minimum TOEFL score required for admission is **550** on the paper exam, **213** on the computer-based exam, and **79** on the Internet-based exam. TOEFL scores are valid for two years. WSU is an official TOEFL testing site. Please refer to the TOEFL website for available test dates (www.ets.org/toefl).
10. The SAT is required for all first-year applicants who have completed high school/secondary school less than three years ago and for all transfer applicants with less than 12 transferable university credits. SAT scores are valid for ten years.
11. Students wishing to study English and to prepare for the TOEFL can enroll in a 20-hour-a-week, semester-long ESL program for a fee. Upon acceptance, an I-20 will be issued for the period of one year. For further information, please call the *Intensive English Language Institute* at 508-929-8031, or email the Director, Susan Seibel, at sseibel@worcester.edu, or go to www.worcester.edu/ieli.
12. If you wish to authorize WSU to communicate with other individuals (such as a sponsor, relative, friend, etc.) about the status of your application, the *Waiver of Confidential Information* must be completed and submitted with your other application materials.
13. For additional information, please refer to the Online Resources section on page 5.

Financial Document and Visa Info

1. The *WSU Certification of Finances Form* must be submitted and completed by the applicant and/or the sponsor. WSU must receive all completed sections of this form and any additional requirements as noted before an I-20 will be issued.
 - A. By signing this form, the applicant and/or the sponsor indicates that he/she will assume responsibility for all educational expenses (including tuition, fees, books, room and board, required laptop computer, etc).
 - B. Applicants requesting an I-20 from WSU must demonstrate that their expenses for the first year can be provided by themselves or a sponsor. In addition to this, an applicant/sponsor must show that they will also have the funds to provide support for all consecutive years of study required to obtain the degree stated.
 - C. The supporting documentation required for the *Financial Declaration Affidavit (Part IV)* must be current (within the last 6 months) and it must be from a financial institution showing at least six months of financial activity with a minimum average balance of \$21,500 (USD) for undergraduate programs. **All bank documents must be original, in English, and must bear the official seal of the institution.**
 - D. Financial Documents in a language other than English must be translated.
 - E. Each financial institution must verify legal name of the bank, mailing address of the bank, the name and title of the signing official, the length of the banking relationship with the client, the telephone number where that official may be reached, and verification that the required amount of funds is on deposit. If the savings is held in more than one financial institution, verification from each bank must be provided.
2. This financial certification is a requirement of the U.S. Government, Bureau of Citizenship, and Immigration Services and is used to verify that the applicant has access to sufficient financial resources required to attend WSU and to complete an undergraduate program.
3. International students studying on a F-1 visa in the U.S. are eligible for paid work on-campus only. However, employment is not guaranteed. It is illegal for students with an F-1 visa to be employed otherwise. A student's potential earnings cannot be included in the financial documentation.
4. **Important:** As of July 2008, all prospective international students must pay a \$200.00 (USD) administrative SEVIS I-901 fee to the U.S. Department of Homeland Security prior to their interview at the U.S. Embassy or Consulate. This fee is mandatory, and proof of payment must be shown to the visa officer at the Embassy or Consulate at the time of the interview. You will need your I-20 from WSU before payment can be made.
5. For additional information, please refer to the Online Resources section on page 5.

REMINDER: Your I-20 will be issued to you after you have been accepted and have paid your tuition deposit.

Other Important Information

- There will be no exceptions to the completed application and deposit deadlines.
- It is recommended that you submit all of your application materials no later than January 31st if you're interested in on-campus housing. On-campus housing is provided on a first-come/first-served basis according to when an accepted applicant's deposit is received.
- An international applicant's admission file will not be reviewed until all academic credentials, test score reports, and financial documents are received.
- Education evaluation agencies:

Center for Educational Documentation (CED)

P.O. Box 199
Boston, MA 02117
Phone: 1-617-338-7171
Fax: 1-617-338-7101
www.cedevaluations.com

World Education Services (WES)

P.O. Box 745, Chelsea Station
New York, NY 10113-0745
Phone: 1-212-966-6311
Fax: 1-212-966-6395
www.wes.org

Online Resources

- WSU Admissions Office:
<http://www.worcester.edu/admissions/>
- Office of International Programs:
<http://www.worcester.edu/ip/default.aspx>
- Educational Testing Services (ETS)—for TOEFL info:
<http://www.toefl.org/>
- University Board—for SAT info:
<http://www.Universityboard.com/>
- SEVIS I-901 fee info:
<http://www.fmjfee.com/>

Contact Information

Jeremy Krauss or Kirsh Donis
Admissions Office
(508) 929-8040
Jkrauss@worchester.edu
KDonis@worchester.edu

Katey Palumbo
Office of International Programs
(508) 929-8835
Kpalumbo2@worchester.edu

PART III. Worcester State University International Student Sponsor Statement

Financial Information

- I will provide my own financial support while a student at WSU
- My family will provide financial support while I am a student at WSU
- An outside sponsor will provide financial support while I am a student at WSU

Sponsor's Full Name

- My government or an outside agency/foundation will provide financial support while I am a student at WSU

Name of Government/Agency/Foundation

* If government/foundation is acting as sponsor, please submit only Sponsor Information only. The Financial Declaration Affidavit is not required.

Sponsor Information:

Name of Sponsor

Relationship to Applicant

Sponsor's Complete Address

Sponsor's Telephone Number

Sponsor's E-Mail Address

This is to verify that I, _____, will provide the necessary financial support for education and living expenses for the duration of the time

Name of Sponsor

_____ is a student at Worcester State University. I further guarantee that funds will be readily available for this student's subsequent years of study.

Name of Student

By signing this document, I certify that all of the information is true to the best of my knowledge. I also understand that I am legally obligated to follow through with my promise of financial support for this student.

Signature of Sponsor

Date

The sponsor or student MUST have the *Financial Declaration Affidavit* (part IV.) form completed by his/her financial institution.

Part IV. Financial Declaration Affidavit

To be completed by the Financial Institution of the student/family/sponsor. In lieu of this form, the student/sponsor may submit current bank statements over the course of the previous 6 month period. All funds must be noted in US dollars and all accompanying letters must be in English.

I, _____ on behalf of
Name of bank official

_____,
Name of bank/financial institution

certify that _____
Name of family member/sponsor

has current financial holdings of at least \$ _____
Total estimated program expenses

which are available for the purpose of providing financial support to

_____ for his/her studies at
Name of Student
Worcester State University.

Bank Official's Signature

Bank Official's Full Name

Bank Official's Title

Date

Telephone, fax number, e-mail of financial Institution

Mailing address of financial institution

Affix institution's official seal here:

NOTE: A bank seal is necessary. However, a letter from your bank indicating availability of necessary funds is also sufficient.

**You must bring the *original* with you to the embassy for your visa interview.
The original must then be submitted to the *International Programs Office* at registration.**



WAIVER OF CONFIDENTIAL INFORMATION

I, the applicant, authorize Worcester State University to communicate with the following individuals regarding the status of my application for admission and any other related information.

Please print all names clearly:

_____	_____	_____
Name	Relationship	Phone Number

_____	_____	_____
Name	Relationship	Phone Number

_____	_____	_____
Name	Relationship	Phone Number

Please print your name as it appears on your application.

_____	_____
Applicant's Signature	Date

_____	_____
Parent's Signature (If applicant is under 18 years of age)	Date