

# INTERNATIONAL STUDENT APPLICATION FOR GRADUATE ADMISSION

A \$75 non-refundable application fee is required at the time you submit this application and includes the cost of UPS delivery of the admission letter and I-20.

**Before you begin, please read and follow the instructions on page 2 & 3.**

Last/Family Name (as it appears on your passport)		First/Given Name (as it appears on your passport)		Middle Name
Permanent Home Address				
City	State/Province/District	Zip/Postal Code	Country	
Country of Birth	Country of Citizenship	US Social Security Number (if available)		
E-mail Address (required)	Telephone Number (required for express mail)	Fax Number (if available)		

<p style="text-align: right;">TEST DATE: _____ TEST SCORE: _____</p> <p><input type="checkbox"/> TOEFL (School code: 1766) _____          See page 3 for information regarding TOEFL requirements.</p> <p>Do you plan to study English Language before beginning the Masters Degree Program?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><input type="checkbox"/> For MBA only: _____          GMAT (School code: 1766)    TEST DATE: _____ TEST SCORE: _____</p>	<p><input type="checkbox"/> Male    Date of Birth ____/____/____  <input type="checkbox"/> Female    Month/day/year</p> <p>Do you plan to live on campus?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Semester you plan to begin:  <input type="checkbox"/> Fall 20____ (late August to mid-December)  <input type="checkbox"/> Winter 20____ (early January to early May)  <input type="checkbox"/> Spring 20____ (mid May to late June)  <input type="checkbox"/> Summer 20____ (late June to mid August)</p>
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Check degree program desired:

<p><b>Master of Arts Communication &amp; Digital Media Design (CDMD)</b>  <input type="checkbox"/> Communication Track  <input type="checkbox"/> Design Track</p> <p><input type="checkbox"/> <b>Master of Arts Administrative Science (MAS)</b>  <i>Optional:</i>  <input type="checkbox"/> Univ. /College Student Affairs Admin. Track  <input type="checkbox"/> Univ. /College Student Affairs Admin Certificate Only  <input type="checkbox"/> Workplace Conflict Resolution Certificate</p> <p><input type="checkbox"/> <b>Master of Business Administration (MBA)</b></p>	<p><b>Master of Science in Occupational Therapy (MSOT)</b>  <input type="checkbox"/> Entry Level  <input type="checkbox"/> Advanced Practice Cognate Area of Interest _____</p> <p><input type="checkbox"/> <b>Master of Arts Instructional Technology (MAIT)</b></p> <p><input type="checkbox"/> <b>Master of Arts E-Learning (MAEL)</b></p> <p><input type="checkbox"/> <b>Master of Arts in Teaching (MAT)</b></p> <p><input type="checkbox"/> <b>Master of Education (M.Ed.)</b></p> <p><input type="checkbox"/> <b>Education Specialist (Ed.S.)</b></p>
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<p><b>Master of Science in Nursing (MSN)</b>  <input type="checkbox"/> Advanced Clinical Practice (Clinical Nurse Specialist, Nurse Practitioner)  <input type="checkbox"/> Health System Nurse Specialist (Mgr., Educator, Clinical Leader, Informaticist)</p> <p><input type="checkbox"/> <b>Master of Science Health Leadership (MSHL)</b></p>	<p>Do you plan to apply for the <b>President's International Graduate Student Scholarship</b>?</p> <p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Visit <a href="http://www.svsu.edu/gradadm">www.svsu.edu/gradadm</a> for more information.</p>
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## APPLICATION INSTRUCTIONS

Each application is considered individually. Admission is based on academic preparation and demonstrated ability. **Before you begin, please read and follow these instructions!**

### CHECKLIST TO COMPLETE YOUR APPLICATION

- 1. Complete all sections and sign this application form on page 4.
- 2. Official copies of all post-secondary transcripts translated into English.
- 3. A current resume (see page 3).
- 4. A one-page Personal Statement of Accomplishments and Academic Goals (see below).
- 5. Results of the TOEFL or IELTS (see below).
- 6. Evidence of financial support (see page 4).
- 7. Your \$75 non-refundable application fee (see page 3).
- 8. Copy of passport page with name and date of birth (if available).

**The following programs require additional information:**

#### Master of Arts Communication & Digital Media Design (CDMD)

- Three letters of professional references
- Design-track students must present a portfolio with 10-12 pieces of original visual work

#### Master of Business Administration (MBA)

- Two letters of recommendation
- Results of Graduate Management Admissions Test (GMAT) sent to SVSU by the Educational Testing Service

#### Master of Science Health Leadership (MSHL)

- Two letters of recommendation, preferably from educators or employers

#### Master of Science in Nursing (MSN)

- Non-Canadian students must provide official results of a credentials review by The Commission on Graduates of Foreign Nursing Schools [www.cgfn.com](http://www.cgfn.com)
- Additional admission criteria (e.g. interview) may be required based on record review

#### Master of Science in Occupational Therapy - Entry Level (MSOT - ENTRY LEVEL)

Preparation for admission to the MSOT Entry Level program requires completion of the required general education courses and prerequisite courses for a minimum of 80 credit hours. Following successful completion of all general education and prerequisite courses, with a grade equivalent of no less than 2.0 in each course, and an overall GPA of no less than 3.00 (based on a 4.00 scale), students may apply for admission to the Master of Science in Occupational Therapy - Entry Level Program.

PLEASE NOTE: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination, attain state licensure, or obtain employment as an Occupational Therapist. It may also affect your assignment to clinical learning facilities for completion of the program. A background check will be required at the time of application. Go to [CertifiedBackground.com](http://CertifiedBackground.com) and click on "Students". In the Package Code box, enter the package code ai96 "occupational therapy."

- Submit results of criminal background check
- Provide verification of completion of a minimum of 60 hours of volunteer/work experience with special needs populations

#### Master of Science in Occupational Therapy - Advanced Practice (MSOT - ADVANCED LEVEL)

The following requirements must be met for admittance in the Advanced Practice MSOT program:

- An earned undergraduate degree in occupational therapy from an accredited college or university
- Current registration, licensure, or eligibility for initial certification by the NBCOT as an occupational therapist in the United States, or eligible for Michigan registration

Saginaw Valley State University's Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy (ACOTE), affiliated with the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220 [www.aota.org](http://www.aota.org) (301) 652-2682.

## RESUME

Please attach a current resume with this application and include your education and any professional experience. Include information regarding positions and settings in which you have been employed, including the duties and the dates, as well as relevant involvement in professional and voluntary organizations, honors, publications, presentations and continuing education experiences.

NOTE: Professional experience is not a requirement for admission.

## PERSONAL STATEMENT OF ACCOMPLISHMENTS AND ACADEMIC GOALS

Please submit a one-page statement summarizing your plans for graduate study. Your statement should be a concise, well-written essay about your background, your academic and career goals, and how Saginaw Valley State University's graduate program will help you meet your career and educational objectives.

## RECOMMENDATIONS

Select programs require letters of recommendation from educators or employers who can evaluate your academic potential. Most useful will be references who can speak to your recent educational and/or professional experience. *They should **not** be friends or relatives.*

## ENGLISH LANGUAGE REQUIREMENTS FOR ADMISSION

A minimum TOEFL score of 525 paperbased (197 computer based, 71 internet based or 6.0 on the IELTS) is required for admission. SVSU's English Language Program is available for students without a TOEFL or IELTS score or whose score is below the required minimum. Students without sufficient scores may be "conditionally" admitted into the Masters Degree Program, with "full" admission coming after the English requirement is satisfied.

## EMPLOYMENT

You must **NOT** plan to finance your education in the U.S. through employment. U.S. laws do not allow holders of F-1 student visas, to accept off-campus jobs unless they have received specific authorization from the U.S. Government. International students are eligible for up to a maximum of 20 hours of *on-campus* employment during the fall and winter semesters and 40 hours of *on-campus* employment during the summer, and may compete with other students for on-campus positions.

## APPLICATION Continued

List all post-secondary institutions you have attended. You must have an official transcript or certified copy from each of these institutions.

NAME OF INSTITUTION	CITY/STATE	DEGREE	DATE EARNED

Did you attend any of the above institutions under another name?  No  Yes If yes, name: \_\_\_\_\_

### Contact information of a relative, friend, agent, recruiter or consultant authorized to receive information or communicate on your behalf (if applicable)

Name		Company Name (if applicable)	
Address (number and street)			
City	State, Province, or District (if any)	Country	Zip/Postal Code
Telephone Number		Facsimile Number (if available)	
E-mail Address		Indicate Relationship	

### EMERGENCY CONTACT (REQUIRED) Can be outside the United States

Last Name	First Name	Middle Name
Telephone Number (include country code and city code)		Alternate Telephone Number
Relationship		

## APPLICATION FEE PAYMENT

The non-refundable application fee of \$75 covers the processing of your application as well as the cost of mailing your admission material by UPS courier service. Your application will not be processed without this fee. There are three methods of payment.

### Draft or Money Order

You can pay with either a bank draft or a money order for \$75 drawn on a United States bank in U.S. dollars. The check must be made payable to Saginaw Valley State University. Do not send personal checks or bank drafts drawn on local (non-U.S.) banks.

### Credit Card

You can pay by Visa, MasterCard or Discover Card by completing the information below.

For payment by credit card, please provide the following information:  Visa  MasterCard  Discover Card

<b>Credit Card Number</b>										<b>Card Holder's Name</b>									
<b>Card Holder's Signature</b>																			
<b>Expiration Date</b> (____/____)					<b>3 Digit Security Code</b> (back of card):					By signing this, I understand that my credit card will be charged a non-refundable fee of \$75 US for the processing of this application.									

# EVIDENCE OF FINANCIAL SUPPORT

It is a requirement for admission that you can demonstrate the ability to pay for all of your education expenses at SVSU. The following documents may be used to provide evidence of financial support:

1. Official bank statement or letter from the bank indicating available funds sufficient to pay for all your educational expenses for the first academic year. This document must be signed and stamped by the bank official and be dated within 6 months of the date of application. Financial documents must be original; copies/faxes are not acceptable.
2. If the sponsor is anyone other than the student, both the student and sponsor must fill out and sign the Declaration and Certification of Finances (below). Documents must be original; copies/faxes are not acceptable.

## GRADUATE APPLICANTS MUST ALSO PROVIDE

Sources of Funds (assured funds in U.S. \$ for each academic year) PLEASE PRINT	
Family-Name(s)  <i>(Signature is required on verification below)</i>	\$
Your Government-Name of Agency  <i>(Enclose a signed, original copy of your letter of award)</i>	\$
Other-Please specify  <i>(Enclose signed affidavits from authorized person or organization)</i>	\$
Totals	\$

## OFFICIAL VERIFICATION OF SOURCES AND AMOUNTS OF FUNDS

**This is to certify that I have read the information furnished by the application on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.**

Family member's and/or friend's signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

*I certify that the above information is TRUE, CORRECT, and COMPLETE. I certify that I have sufficient funds to support me while a student at SVSU and will bring the necessary funds with me.*

student's name: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

*please print here* *signature here*

### Master of Arts Communication & Digital Media Design (CDMD)

#### Master of Arts Administrative Science (MAS)

College of Arts & Behavioral Sciences  
Phone: (989) 964-4062 • E-mail: abs@svsu.edu

#### Master of Business Administration (MBA)

College of Business & Management  
Phone: (989) 964-4064 • E-mail: cbmdean@svsu.edu

#### Master of Science in Nursing (MSN)

#### Master of Science in Occupational Therapy (MSOT)

#### Master of Science Health Leadership (MSHL)

Crystal M. Lange College of Health & Human Services  
Phone: (989) 964-4145 • E-mail: nhsdean@svsu.edu

### Master of Arts in Teaching (MAT)

#### Master of Arts Instructional Technology (MAIT)

#### Master of Arts E-Learning (MAEL)

#### Master of Education (M.Ed.)

#### Education Specialist (Ed.S.)

College of Education  
Admissions and Certification Office,  
135 Regional Education Center, 7400 Bay Road, University Center, MI 48710  
Telephone: (989) 964-4057 • Fax: (989) 964-4385  
E-mail: coeconnect@svsu.edu

### Mail application and supporting materials to: OFFICE OF GRADUATE ADMISSIONS

7400 Bay Road • University Center, MI 48710  
Telephone: (989) 964-6096 • Fax: (989) 964-2173  
E-mail: gradadm@svsu.edu • Web site: www.svsu.edu/gradadm

ADA Policy Statement: Saginaw Valley State University does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty or staff, or the operation of any of its programs, services or activities. Saginaw Valley State University will make every reasonable attempt to meet the needs of qualified individuals within a reasonable period of time, normally three weeks from the request for specific accommodations. Requests for accommodation should be made at the Office of Disability Services, 112 Curtiss Hall. SVSU does not provide personal care assistance for individuals

SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability, or veteran status in the provision of education, employment and other services. SVSU will provide reasonable accommodations for those persons with disabilities.