

OFFICE OF INTERNATIONAL PROGRAMS

International Graduate Admission

(Not to be used by U.S. Citizens or Permanent Residents)



INSTRUCTIONS

Application Form

International applicants to the College of Arts and Sciences, Walter E. Heller College of Business Administration, Evelyn T. Stone University College, and College of Education must complete the attached application form. Students wishing to apply to the Chicago College of Performing Arts should complete a CCPA International application.

The Office of International Programs will notify applicants of their admission status after completion of the file. **A U.S. \$35 non-refundable application fee is required.** The certified check, bank draft, or money order should be made payable to "Roosevelt University".

Transcripts

All official/certified transcripts must be sent to the Office of International Programs accompanied by an official translation in English. Transcripts must be sent to the Office of International Programs directly from the institution attended and/or must remain in the university's original, sealed envelope to be considered official. Only originals or university certified copies will be accepted. Unofficial or photocopied transcripts or translations are not accepted. If a university transcript is sent to the student, do NOT open the sealed envelope. Official transcripts of any college or university work may need to be evaluated at the applicant's expense by Educational Credential Evaluators, Inc. (ECE) www.ece.org. All applicants

to the College of Education are required to submit a course-by-course transcript evaluation from ECE.

Admission Policy

Once the Office of International Programs has received all of the required information, the applicant's file is reviewed to determine eligibility for admission to the University. Decisions are made on a continuing basis. When examining an applicant's file, the Admission Committee reviews the academic performance in all post-secondary programs. Students are notified of their admission status upon completion of this thorough review. The Form I-20 or DS-2019 will be issued only after admission is completed and sufficient financial documents are submitted. A \$500 admission deposit payable to "Roosevelt University" is required to confirm enrollment after admission.

English Language Proficiency (ELP)

An English proficiency test is not required for admission to Roosevelt. However, proficiency in English must be demonstrated before academic work in any of the five colleges of the university can be taken. A non-native English speaker can demonstrate proficiency by:

*Submitting standardized test scores from the Test of English as a Foreign Language (TOEFL), from the International English Language Testing Service (IELTS), or by taking the Roosevelt University ELP placement test.

Minimum scores required on the TOEFL are 550 (213 Computer Based) along with 4.5 or higher on the (TWE) Test of Written English (Essay Score on TOEFL). Minimum IELTS scores are 6.5 on both the overall band and academic writing sections.

An applicant who does not submit results from TOEFL or IELTS, or whose scores are lower than the above minimums, can demonstrate English proficiency by:

*Taking the Roosevelt University ELP placement test. Depending on the results from this exam, a student may be required to take English language courses before beginning academic work. It should be noted that these English language courses are likely to extend the amount of time necessary to complete a degree, and in such cases, immigration documents will be adjusted accordingly.

*Completing 30 or more semester credit hours, including the equivalent to Roosevelt's English 101 and 102, at a North American college or university in which English is the language of instruction. (ESL classes are not included).

*Completing four consecutive years of secondary education in a North American high school in which English is the language of instruction.

*Completion of a U.S. Bachelor's degree.

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ROOSEVELT UNIVERSITY

CHICAGO • SCHAUMBURG • ONLINE

www.roosevelt.edu

GMAT/GRE/ICTS Examinations

International students are not required to submit GRE scores unless applying to a doctoral program. Applicants to the College of Business Administration are required to submit official results of the GMAT examination. GMAT is not required for applicants holding a U.S. Bachelor's Degree with an overall GPA minimum of 3.25 or higher. The Roosevelt Institution Code is 1666.

All applicants to the College of Education must submit satisfactory results from the Illinois Certification Testing System Basic Skills Test.

Doctoral Candidates

Roosevelt University offers two Doctoral Programs. If you are applying to the Doctor of Psychology in Clinical Psychology (Psy.D.), you must submit the following additional items: 3 letters of recommendation, current resume, official GRE score and a statement of purpose. The deadline for (Fall) applications to the Psy.D. program is January 15.

If you are applying to the Doctor of Education in Educational Administration (Ed.D.), you must submit the following additional items: An official transcript from your Master's degree, three letters of recommendation, official GRE or GMAT score, a writing sample and possible interviews with faculty members. The deadline for (Fall) admission to the Ed.D. program is April 15. When the application file is complete, a committee will review the file to see if the applicant merits an interview. Admission decisions will be made following the interview. Applications accepted for

Fall admission only on alternating campuses, beginning Fall 02 Chicago, then Fall 03 Schaumburg, etc. Please review the graduate catalog for specific details.

Declaration of Financial Status

See "Financial Statement for International Students" and "Affidavit of Support" forms.

All applicants who require a Student (F-1) or Exchange Visitor (J-1) visa are required to submit these documents, with a recent bank statement (not older than 6 months) from sponsor showing sufficient funds for at least one academic year. No admission decision will be made without satisfactory official financial documentation.

Scholarships and Financial Aid

Non-immigrants are not eligible for U.S. Federal or State financial aid.

Non-Immigrant Visa Classification

All applicants to Roosevelt, who hold a non-immigrant visa in their passport or are awaiting adjudication to permanent resident status, are classified as international students. U.S. Citizens and Permanent Residents (holding a green card) should not submit this application. If you are going to apply for an F-1/J-1 visa, your financial sponsor must complete the attached Affidavit of Support and Financial Statement forms with official bank documentation showing sufficient funds (see Declaration of Financial Status). All other international applicants (holders of other visas H1, A1, etc.) need to submit copies of their passport including the visa page and I-94 card as well as a letter from their

employer confirming employment and salary. These applicants do not need to complete the Affidavit of Support and Financial Statement form. If you are a dependent (H-4, L-2, etc.) and do not intend to apply for change of status, you will need to submit copies of your immigration documents (passport/visa pages) as well as all immigration documentation for your spouse or parent. In addition, official bank documentation should be submitted.

Application Deadline

For students applying from overseas, the application deadlines are June 1 for the Fall Semester (beginning August/September) and October 1 for the Spring Semester (beginning January), to allow sufficient time for visa and application processing. If applying from within the U.S. or Canada, applications may be submitted by August 1 (Fall Semester) or December 1 (Spring Semester).

University Identification Number

Applicants will be issued a "Student Identification Number" when application materials are received. This number is an on-campus identification number only. The number is designed to be a unique identifier for the university and will help protect your privacy. In some cases, and only to comply with external regulations, Roosevelt may also request a U.S. Social Security number (if you have one).

All documents should be submitted to:

Roosevelt University
Office of International Programs
430 South Michigan Avenue, HCC Rm. 125
Chicago, IL 60605-1394 USA
Telephone: (312) 341-3531 Fax: (312) 341-6377
Email: internat@roosevelt.edu

OFFICE OF INTERNATIONAL PROGRAMS

Summary of Educational Experience by Year



Instructions

Please follow these directions when completing the form on the reverse. This form must be submitted with the application. All documents should be submitted to:

The Office of International Programs
Roosevelt University
430 South Michigan Avenue, HCC Rm. 125
Chicago, IL 60605-1394 USA

PLEASE USE INK AND PRINT LEGIBLY IN ENGLISH.

This form is a chronological record of your school attendance, showing when you started school, how long you attended, the classes and kinds of schools attended, certificates earned, examinations passed and levels of graduation. **BE SPECIFIC.** Do not attempt to equate your educational experience with that of the U.S. system.

Column One (1): Fill in the calendar years for each year that you attended school, from the first year.

Column Two (2): Your age in that calendar year. Please put correct age for each year attended.

Column Three (3): The actual years you attended school. Your first year is number 1, your second year is number 2, etc.

Column Four (4): For each year, write the standard, grade, form, class or level you attended. (Sixieme, Form IV, O-level, 12th grade, college freshman, etc.)

Column Five (5): Write the kind of school you attended, such as kindergarten, grade school, elementary school, gymnasium, ecole superieure, lycee, college preparatory, high school, teacher's college, community college, university, etc. Please state the institution by its title in the native language.

Column Six (6): The full name of each school.

Column Seven (7): Include the location (city and country) of the schools in column six that you have attended.

Column Eight (8): List the examinations (in original language) for which you sat, or certificates received at the end of the appropriate school year. For example, if you completed secondary school at the end of your twelfth year in school, and took an examination or received a certificate, on that line write: "GCE" or "Reifezeugnis" or "Bachillerato" or "Artrium" etc.

Certified English translations of supporting documents from the secondary and post-secondary levels must accompany your application. However, English translations alone are not sufficient without the original official documents in the native language. Therefore, please submit official transcripts (mark sheets) showing the courses you studied, or exam subjects you took, and the marks or grades you received.

Please include an additional sheet, if necessary, and explain any academic interruptions.

Summary of Educational Experience by Years

NAME _____ CITIZENSHIP _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

See instructions on reverse before completing the form.

Calendar Year	Age	Year in School	Form, Grade, etc.	Kind of School (Elementary, etc.)	Full Name of School	School Location City & Country	Certificates, Diplomas, Degrees, Graduations
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					
		10					
		11					
		12					
		13					
		14					
		15					
		16					
		17					
		18					
		19					
		20					

The information above is true and complete to the best of my knowledge. I understand that the submission of incomplete or false information will be grounds for denial of admission or dismissal from the University

Signature _____ Date _____

International Graduate Application

(Not to be used by U.S. Citizens or Permanent Residents)

RU ID No. _____
(for office use only)

Part 1

Please print clearly in ink or type

1. Last (Family) Name _____
(As it appears on your passport)
2. First (Given) Name _____
(As it appears on your passport)
3. Preferred Name _____
4. U.S. Social Security Number _____
5. Home Country Permanent Street Address (Overseas) _____
6. City _____
7. State/ Region _____
8. Country _____
9. Postal Code/ Zip _____
10. Country/City Codes/ Home Phone Number _____
11. Email Address _____
12. Country/City Codes/Work or Mobile Number _____
13. Country/City Codes/Fax Number _____
14. Date of Birth _____ / _____ / _____
Month Day Year
- 14a. Gender Male Female
15. Country of Citizenship _____ Country of Birth _____
Country of Legal Permanent Residence _____ City of Birth _____
- 15a. If you are currently in the U.S., please attach a photocopy of your Passport, Visa and I-94 card.
- 15b. If you are currently in the U.S., what is your Visa type? _____ Expiration Date? _____ / _____ / _____
Month Day Year
- 15c. If you are currently in the U.S. on a Non-immigrant Visa (other than F-1/J-1), please indicate if you would like to apply for a change of status to an F-1 Student Visa: Yes No
- 15d. If you are in the U.S. on an F/J Visa, please indicate the name of the U.S. Institution issuing your current Form I-20/DS-2019 _____
- 15e. Will you bring any dependents (spouse or child) with you? Yes* No *If yes, please include their Names, Countries of Citizenship, Dates of Birth, and Relationship to Applicant on a separate sheet of paper (include copy of Passports).

Current/Local Contact Information (Please contact Office of International Programs if your address will change.)

16. Current/Local Street Address (If different from permanent address above) _____

17. City _____ 18. State _____ 19. Postal/ Zip Code _____

20. Country _____ 21. Temporary Phone Number _____

22. Address Effective Until: _____ / _____ / _____ 23. Is this your summer address: Yes No*
Month Day Year *If No, please list summer address and contact information:

24. Summer Address: _____ City: _____

State/Region: _____ Country: _____ Postal/Zip Code: _____

Phone: _____ Email: _____

25. If you have a local contact person in the U.S., who we may contact about your application, please list him/her below:

Name: _____ Relationship to applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____ Contact Email: _____

Part 2 – Education Information

26. In which college do you plan to enroll at Roosevelt University?

- College of Arts and Sciences College of Education
 Evelyn T. Stone University College Walter E. Heller College of Business Administration

27. Preferred campus? Chicago Schaumburg* Online From Overseas

* Note: on-campus accommodation is available only at Roosevelt's Chicago Campus.

28. Degree (see back page for codes) _____ 29. Major Code _____ Program Name _____

30. Year and semester you expect to enroll: 20__ Fall (Aug/Sept) Spring (January) Summer (June) (ELP Only)

31. On what basis will you enroll: Graduate/Master's Second Master's Degree Doctoral Student (PsyD, EdD)

Transfer Visiting Student Exchange Student: name of home institution: _____

32. If you have taken the TOEFL, list the scores: TOEFL: Month/Year taken: ___/___ Score: _____
(Please send official scores—RU Institution Code is 1666) TWE (Essay score from TOEFL) Score: _____

33. Are you currently enrolled in the Roosevelt University English Language Program (ELP)? Yes No
Do you wish to take the Roosevelt University ELP Exam in place of TOEFL? Yes No

34. College of business applicants must submit GMAT score: Month/Year Taken: ___/___ Score: _____
(Please send official scores—RU Institution Code is 1666)

35. Have you sent your academic documents to ECE for evaluation?

Please write your ECE Reference # _____ and date documents were sent to ECE _____

36. University from which you graduated (please list names of all universities graduated with City, State, and Country)

University _____ City, State _____ Country _____

University _____ City, State _____ Country _____

University _____ City, State _____ Country _____

University _____ City, State _____ Country _____

37. Date of Bachelor Degree Graduation _____ / _____ / _____
Month Day Year

38. What type of diploma did you most recently receive? (In original language name) _____

39. Please list other U.S. universities/colleges you are applying to:

40. Are you now enrolled in a college or university? Yes* No *If Yes, _____
Name Country & City

*If yes, when will you finish your program/degree? _____

41. **Please explain any interruptions in your educational history on a separate sheet of paper.**

42. Have you ever been suspended or dismissed from any post secondary educational program or institution? Yes No
 If Yes, please explain on a separate sheet of paper and attach to this application.

43. Have you previously applied to Roosevelt? Yes No Were you admitted? Yes No Term/Year: ____/____

44. Please indicate who, if any, of your relatives are Roosevelt alumni: Father Mother Sister(s) Brother(s) Other:

45. How did you learn about Roosevelt University? Friends Family Internet Advertisement Other:

46. Are financial support documents enclosed with this application? Yes No
 The form I-20 will not be issued until all of these documents are received:
 A. Financial Statement Form (Enclosed) B. Affidavit of Support (Certified/Notarized) C. Bank Letter/Statement

- * 2-3 letters of recommendation are encouraged.
- * A 1-page personal statement describing educational/professional goals is required for all programs.
- * Please complete the summary of educational experience form enclosed.

Important note: all students are advised not to enter the U.S. on a tourist visa (B-1/B-2) unless the words “prospective student” are stamped on the entry visa. It is increasingly difficult to change immigration status after arrival in the U.S. Applicants in F-2 status must change status before beginning study at Roosevelt.

The information I present in this entire application is complete and accurate to the best of my knowledge. I understand that this application is not valid if information is withheld or misinformation is given. I understand registration may be provisional, pending receipt of my final records if I am currently enrolled in another institution. The University reserves the right to cancel my registration if my official final records are found to be unsatisfactory. All information is completely confidential and will be released only in compliance with federal and state laws. By signing, I agree to abide by the policies and regulations of Roosevelt University.

48. Signature of applicant is required:

 Signature

 Month/Day/Year

Office of International Programs

Degrees & Programs by College

Degree / Program Major

All applicants should indicate the degree and program major for which they are seeking admission in lines 28 and 29 of the application form. Select the appropriate code letters for the degree and major you are applying for from the list below.

College of Arts and Sciences

Degree	Major	Program
MS	CHEM	Biotechnology & Chemical Science
MS	CST	Computer Science
MG	CRWR	Creative Writing
MA	ECON	Economics
MA	ENG	English
MA	HIST	History
MS	IMKC	Integrated Marketing Communications
MJ	JOUR	Journalism
MS	MATH	Mathematics
		Actuarial Science
		Computer Science
MA	POS	Political Science
DP	PSYD	Psychology
MA	PSYC	Psychology
MA	CSPY	Clinical Psychology
MA	CSPY	Clinical Professional Psychology
MA	IPSY	Industrial Psychology
MP	PBAD	Public Administration
MA	SOC	Sociology
MA	SPAN	Spanish
MS	TELE	Telecommunications
MA	WMST	Women and Gender Studies

Walter E. Heller College of Business Administration

Degree	Major	Program
MC	ACCT	Accounting
MB	MBA	Business Administration
MS	HRM	Human Resource Mgmt
MY	INFS	Information Systems
MI	INTB	International Business
MS	REES	Real Estate (MSRE)

College of Education

Degree	Major	Program
MA	CHCC	Community Counseling
MA	CHSC	School Counseling
MA	CHHS	Human Services
MA	CHMH	Mental Health Counseling
MA	ECHD	Early Childhood Education
DE	EDAD	Educational Leadership (Ed.D.)
MA	ELED	Elementary Education
MA	LEAD	Teacher Leadership
MA	SEED	Secondary Teacher Education

Evelyn T. Stone University College

Degree	Major	Program
MS	HTM	Hospitality Management
MA	TRDV	Training & Development

Key to Degree Codes:

Please use the appropriate degree code, corresponding to the program code, when you indicate your field of study on line 29.

DE	Doctor of Educational Administration
DP	Doctor of Psychology
MA	Master of Arts
MS	Master of Science
MB	Master of Business Administration
MC	Master of Science in Accounting
MI	Master of Science in International Business
MJ	Master of Science in Journalism
MG	Master of General Studies
MY	Master of Science in Information System

GRADUATE APPLICATION CHECKLIST

All applicants must submit:

- Completed Application Form:
 - Summary of Educational Experience (included in application)
 - Please include overseas address in Part 1
- Application Fee of U.S.\$35 (certified check or money order)
- Official/Certified Post-Secondary Transcripts/ Mark sheets (with English translation)
- Official TOEFL/TWE or IELTS scores, or take Roosevelt ELP exam (Roosevelt Institution Code I666)
- Official GMAT scores (for Business College) or GRE scores* (*GRE is required for Doctoral (Psy.D. or Ed.D.) programs only)
- Photocopy of passport (information/picture page)
- One page statement of purpose describing educational and professional goals and interest in studying at Roosevelt University
- Recommendation letters and resume (CV) are suggested but are not required for admission

For F-1/J-1 Students (and those who wish to apply for F/J visa):

- Financial Documents (2 forms included in the application and a bank letter or account statement (certified in English))
- Copy of current I-20/ DS-2019 Form

For Applicants in the U.S. on Other visa types (H1, A1, etc):

- Letter from employer stating employment status and salary
- For those on "Dependent" Visas, photocopy of spouse's/parent's passport, US Visa and I-94 Card

For F/J Students currently in the U.S. at another institution please submit the following additional items:

- Copy of current I20/DS-2019 Form
- Copy of US Visa and I-94 card
- Transfer Verification Form:
www.roosevelt.edu/admission/intl/isa.htm