

# OFFICE OF INTERNATIONAL PROGRAMS

## International Undergraduate Admission (Not to be used by U.S. Citizens or Permanent Residents)



### INSTRUCTIONS

#### Application Form

International applicants to the College of Arts & 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 Roosevelt 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 all college or university work need to be evaluated at the applicant's expense by Educational Credential Evaluators, Inc. (ECE) [www.ece.org](http://www.ece.org) if you want

to transfer credit from overseas. 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. Students are notified of their admission status upon completion of a thorough review of all documents. 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.

*Continue on p.2*

**ROOSEVELT UNIVERSITY**

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[www.roosevelt.edu](http://www.roosevelt.edu)

### **SAT/ ACT Examinations**

SAT and ACT test scores are not required. However, if you have already taken the exam(s), please submit your results.

### **Declaration of Financial Status**

See “Financial Statement for International Students” and “Affidavit of Support” forms enclosed. 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. Undergraduate students who have completed 30 semester hours of transferable academic study (not including ESL classes) at an accredited university or college in the U.S. or overseas will automatically be considered for a transfer scholarship. Students with transfer credit from a university overseas will be considered for the transfer scholarship upon receipt of official course-by-course evaluation from ECE.

### **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/ 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](mailto:internat@roosevelt.edu)

# OFFICE OF INTERNATIONAL PROGRAMS

## International Undergraduate Admission

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



### 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.



# International Undergraduate 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 a 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 & 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:  First-time Freshman  Undergraduate Transfer  Second Bachelor's Degree  
 Visiting Student/Non-Degree  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. If you attended high school overseas, for what type of exams did you sit?  
 A-level GCE  O-level GCE  West African Exam  General Secondary Certificate  Other: \_\_\_\_\_

35. Have you sent your academic documents to ECE for evaluation? (For transfer credit)  
Please write your ECE Reference # \_\_\_\_\_ and date documents were sent to ECE \_\_\_\_\_

36. Secondary school(s) from which you graduated or will graduate:  
School Name \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_  
School Name \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_

37. Date of high school/secondary school 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. Have you or will you have earned:  An Associate of Arts Degree  An Associate of Science Degree

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

43. 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.

44. Have you previously applied to Roosevelt?  Yes  No Were you admitted?  Yes  No Term/Year: \_\_\_\_/\_\_\_\_

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

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

47. 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
BA	ACSC	Actuarial Science
BS	ACSC	Actuarial Science
BA	AFS	African-American Studies
BS	ALH	Allied Health
BA	ARTH	Art History
BA	BIOL	Biology
BS	BIOL	Biology
BA	CHEM	Chemistry
BS	CHEM	Chemistry
BA	CST	Information Technology
BS	CST	Computer Science
BA	COMM	Communications
BA	ECON	Economics
BA	ENG	English
BA	HIST	History
BA	INCM	Integrated Communications
BA	INTS	International Studies
BA	JOUR	Journalism Legal Studies
BA	MATH	Mathematical Sciences Actuarial Science Computer Science
BA	PHIL	Philosophy
BA	POS	Political Science
BA	PSYC	Psychology
BA	SOCJ	Social Justice
BA	SOC	Sociology
BA	SPAN	Spanish
BS	TELE	Telecommunications

#### Walter E. Heller College of Business Administration

Degree	Major	Program
BB	ACCT	Accounting
BB	FIN	Finance
BB	HRM	Human Resource Management
BB	MGMT	Management
BB	MKTG	Marketing
BB	RMIF	Risk Management and Insurance

#### College of Education

Degree	Major	Program
BE	ECHD	Early Childhood Education
BE	ELED	Elementary Education
BE	SEED	Secondary Teacher Education
BE	SPED	Special Education

#### Evelyn T. Stone University College

Degree	Major	Program
BH	HTM	Hospitality and Tourism Management
BG	GEN	Bachelor of General Studies
BP	PRAD	Bachelor of Professional Studies
	ELPO	English Language Program*

#### 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.

BA	Bachelor of Arts
BB	Bachelor of Science in Business Administration
BE	Bachelor of Arts in Education
BG	Bachelor of General Studies
BH	Bachelor of Science in Hospitality Management
BP	Bachelor of Professional Studies
BS	Bachelor of Science

\* Only available at the Chicago Campus

#### UNDERGRADUTE 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 Secondary/High School Transcripts (with English translation)
- ECE course-by-course evaluation of ALL university education not completed in the U.S.
- Official transcripts from ALL post-secondary education completed in the U.S.
- Official TOEFL/TWE or IELTS scores, or take Roosevelt's ELP exam (Roosevelt Institution Code 1666)
- One page statement of purpose describing educational goals and interest in studying at Roosevelt University
- Photocopy of Passport (information/picture page)
- Recommendation letters are suggested but not required

##### 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))

##### 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 I-20/ DS-2019 Form
- Copy of US Visa and I-94 card
- Transfer Verification Form:  
[www.roosevelt.edu/admission/intl/isa.htm](http://www.roosevelt.edu/admission/intl/isa.htm)