

UNIVERSITY of NORTHERN COLORADO



Graduate School and International Admissions Guidelines for International Students

We are pleased that you are interested in applying for graduate study at the University of Northern Colorado. The following information is provided to assist you during the application process. We have enclosed an application as well as other appropriate forms necessary for admission. Please read all instructions carefully and complete all pages of the application. Failure to provide complete and accurate information could cause a delay in processing your application. I wish you the best as you pursue your professional endeavors.

Sincerely,

Robbyn R. Wacker, Ph.D.
Dean of the Graduate School &
International Admissions

Graduate Education Definitions and Prerequisites

An **international student** is a student who is not a citizen of the United States or who is not classified as a legal permanent resident, asylee or refugee by the United States Immigration and Naturalization Services. International students must meet academic, financial and English proficiency requirements before being fully admitted to the University.

The term **graduate education** refers to degree-granting programs that require the equivalent of the U.S. baccalaureate degree as the minimum condition defining eligibility for admission. Most graduate programs tend to be research or professional in orientation, focusing on the state of knowledge in the discipline (research) or the state of practice in the profession. Graduate education is advanced, focused, and scholarly and is based upon the assumption that graduate students have acquired fundamental knowledge in prior studies. Its objective is to deal in depth with a specific discipline or field of study, based on the premise of an evolving knowledge base.

Graduate study at UNC involves study under the direction of qualified members of the Graduate Faculty. The exchange of information, ideas and values that takes place between the Graduate Faculty and highly qualified students is the essence of graduate education.

Students seeking graduate credit must display evidence of superior academic aptitude, achievement, and motivation. Moreover, the demonstration of competence in the discipline, as evidenced by written and oral exams, theses, research projects, directed studies, and internships is an integral part of the graduate education experience. Through cooperative efforts of the Graduate Faculty, the Graduate Council and the Graduate School, the University attempts to establish an environment in which the graduate student and the Graduate Faculty can achieve the traditional goals of graduate education.

Application Timelines

The UNC Graduate School accepts and continually processes applications throughout the year. Departments may, however, have additional deadline dates for applications.

International applicants desiring admission for a particular semester must file all application materials and all related credentials including English Proficiency and GRE scores with the Graduate School at least 90 calendar days before the desired semester of admission or before the departmental deadline for screening applications.

The following application materials are required by UNC for consideration for admission:

- International Application for Admission to Graduate Programs*
- Information for VISA purposes*
- Financial Statement for International Applicants*
- Letters of reference from three (3) persons of your choice (primarily required for doctoral programs)*
- One (1) official transcript from each post-secondary institution attended
- Evidence of English language proficiency (see "English Proficiency Requirement" section)
- Other standardized test scores (GRE, MAT) required by your program, as applicable
- US \$60.00 non-refundable application fee. This must be submitted in the form of a check or money order drawn in United States currency only

Additional materials may be required by the department for admission to a specific degree program. It is your responsibility to contact the department.

* Your signature is required on each of these documents

English Proficiency Requirement

International students who are not native speakers of English, or who have not received

their undergraduate degree from America, or a university from another English speaking country are required to provide evidence of English language proficiency by submitting one of the following:

- Official score reports of the Test of English as a Foreign Language, TOEFL, or results of the IELTS. (The minimum score for regular admission is 550 (CBT 213; IELTS 6.0. Additionally, sub scores may not be lower than the equivalent total score).
- Completion of a bachelor's degree in the United States or one year of full time study at a regionally accredited college or university in the United States.*
- International students may also establish the required language proficiency by completing the UNC Language Bridge Program.
- If the student cannot meet the previous two requirements, the student may qualify for the English Language Bridge Program. (TOEFL Requirement: minimum 475 written test) CBT=153.

*If such work was completed more than two years before application to this University, additional evidence of English proficiency may be required.

Financial Requirements

As a requirement for both visa issuance and matriculation, international applicants must provide evidence of sufficient financial support. This support can be from personal funds, sponsors, or an official government agency. For an estimated expense budget and complete instructions for financial certification, please refer to the "Financial Statement for International Applicants" section of this application.

Proper certifications for financial statements are as follows:

- **Bank Statements:** Original document; signed by proper bank official; amount must be reported in United States dollars.
- **Scholarship Letter:** Original document; signed by proper agency official; amount awarded must be reported in United States dollars; duration of the scholarship must be included (i.e. one academic year, two academic years, etc.).
- **Affidavit of Support:** Original document; amount of support must be reported in United States dollars; original signature and official embossed (raised) seal of the Notary Public; original signature of the sponsor.

Financial Assistance from the University

International students are not eligible for United States Federal or State of Colorado financial aid administered by the University. By law such governmental funds are reserved for U.S. Citizens. However, international students may compete for merit-based awards administered through Colleges or Departments and/or the Graduate School. They may also qualify for graduate teaching or research assistantships, given appropriate levels of discipline-knowledge and English proficiency. The Test of Spoken English (TSE-A) may be required to indicate your level of proficiency.

Admissions Criteria

Minimum Admission Standards

Master's Degree: Each applicant to a master's degree program must possess a baccalaureate degree from an accredited college or university or a recognized foreign institution of higher learning. Applicants must also have a grade point average (GPA) of 3.0 (on a 4.0 scale) or its equivalent on the most recent 60 semester hours (90 quarter hours) of course work. However, upon recommendation by the major department/division/school and approval of the Graduate School, an applicant having a GPA below 3.0 or its equivalent may be admitted to a masters program. Many master's degree programs require a higher GPA for admission.

Educational Specialist Degree: Each applicant must possess a baccalaureate degree from an accredited college or university or a recognized foreign institution of higher learning. The applicant must have a grade point average (GPA) of 3.00 or its equivalent on the most recent 60 semester hours (90 quarter hours) of course work and an adequate academic background in the proposed area of specialization as defined by the department through which the specialist degree is to be awarded. In addition, the applicant should possess at least 24 calendar months of appropriate work experience in the specialization as determined by the major department or division.

Doctoral Degree: Each applicant for the doctoral degree must possess a baccalaureate degree (or its recognized equivalent) from an accredited college or university or a recognized foreign institution of higher learning. Many doctoral degree programs at UNC require the possession of a master's degree. The applicant must also submit three letters of recommendation affirming that the applicant has the ability to do doctoral work in the proposed discipline(s). Furthermore, the Graduate School requires that a doctoral applicant must have a grade point average of 3.00 or its equivalent on the most recent 30 semester hours (45 quarter hours) of course work and Graduate Record Examination (GRE) scores of at least 400 on both the verbal and quantitative sections of the GRE-General Test with a combined score of at least 1000 and a writing score of at least 3.5. For doctoral applicants who do not meet Graduate School requirements, the Graduate School will consider departmental recommendation for admission. A written explanation must accompany the recommendation explaining circumstances and factors considered justifying acceptance of the applicant. The GRE test cannot be more than five years old - 1825

calendar days. It should be noted many doctoral programs have higher GPA/GRE requirements.

Academic Credentials

International applicants are required to submit evidence of a United States bachelors degree from a regionally accredited institution or its equivalent from a recognized foreign institution of higher learning as a minimum requirement for admission. In some degree programs evidence of a masters degree or its equivalent is required. An official transcript from each post-secondary institution bearing the official stamped or embossed seal of the issuing institution must be submitted to the Graduate School.

Photocopies of original documents will not be accepted. Applicants who have attended institutions in the following countries are required to submit additional credentials, such as degree certifications and mark sheets:

People's Republic of China: Applicants who have attended recognized institutions of higher learning in the People's Republic of China are required to submit the following:

- Official transcript(s) from each post-secondary institution attended.
- Official degree certification(s) for each degree granted.

Transcripts and degree certifications must be submitted in both Chinese and English. In addition, all documents must bear the official "red," stamped or embossed seal of the issuing institution.

Indonesia: Applicants who have attended recognized institutions of higher learning in Indonesia must submit the following:

- Official transcript(s) for each post secondary institution attended.
- Official degree certification(s) for each degree granted. Degree certificate must be submitted in both "Bahasa" Indonesian and English.

European Countries: Applicants who have attended recognized institutions of higher learning in Europe must submit the following:

- Official transcripts(s) for each post secondary institution attended.
- Official degree certification(s) for each degree granted.

India, Bangladesh, Pakistan (Examination Grading System): Applicants who have attended recognized institutions of higher learning using an examination or mark sheet grading system are required to submit the following:

- Official mark sheet(s) for each examination.
- Official degree certification(s) for each degree granted.

Graduate Admission Classifications

After an application is evaluated by both the Graduate School and the major department, the Graduate School will notify the applicant of his/her admission classification. Admission classifications are defined as follows:

Regular Admission. Applicants who meet all of the admission standards set by the Graduate School and the major department.

Conditional Admission. (1) Applicants are admitted pending the receipt of application materials specified by the Graduate School. Typically, materials required are the financial affidavit, academic transcripts or proof of the

required level of English proficiency. (2) If international students do not meet the English proficiency requirement (*see English Proficiency Requirement*), but do qualify academically for graduate admission, may be granted a Conditional Admission to the Graduate School, to allow them to study English to improve their English proficiency to a level required to obtain a regular admission. Under this form of Conditional Admission, the student may be required to attend the UNC Language Bridge Program.

Denied Admission. Applicants who do not meet the admission standards set by the Graduate School or the major department and who, in the judgment of the faculty of the department, are not eligible for admission, are denied admission.

University Services of Interest

Residence Life

Economical and convenient accommodations are provided for many students and those with families. All residence halls and apartments are managed by professional staff who strive to provide a comfortable living environment conducive to academic success.

Married students, single parents and their immediate families may be housed at the Student Family Apartments. This complex and other halls have specially designed rooms for the disabled.

Admission to the University does not guarantee housing. Newly admitted students are encouraged to apply early for housing. For complete information concerning the availability of University residence halls, please contact the University of Northern Colorado, Residence Life office by phone at 970-351-2721 or visit their Web site:

www.unco.edu/residencelife.

English as a Second Language

Applicants may attend the University of Northern Colorado's Bridge Language Program with a minimum TOEFL score of 475.

For those students who do not qualify to attend the UNC Language Bridge Program, the Graduate School and International Admissions maintains an agreement with Spring International Language Center, located on two campuses in Denver, Colorado. Students who lack the stated levels of proficiency are referred to one of the two programs based on the level of English proficiency at the time of application.

Complete information concerning the Spring International Language Center can be found at www.silc-usa.com.

For further information about the University of Northern Colorado contact: Graduate and International Admissions, Campus Box 135, University of Northern Colorado, Greeley, CO 80639-0064, United States of America. Phone: 970-351-2831. You may also access the information through our Web site at www.unco.edu/grad or email to us at gradsch@unco.edu.