

# Graduate International Applicant Guidelines

In addition to the admissions requirements/materials outlined in the CSU Graduate Catalog, International applicants must also submit the following:

1. Completed International Application (enclosed)
2. TOEFL scores
  - Confirmed English proficiency is required, if English is not your native language.
  - Scores must be sent directly to the Enrollment Services office from the appropriate testing agency. Only official copies from the testing service will be considered.
  - An official undergraduate transcript from an English-speaking institution may be considered in lieu of official TOEFL scores.
  - Minimum TOEFL score required 550, computer-based score of 213, or 79 internet-based score.
3. Official transcripts from all U.S. institutions you have attended and/or an official transcript evaluation must be received directly from the institutions/evaluation agency. (See attached list of translation & evaluation agencies)
4. International Student Financial Statement. This form must be completed by your financial institution to certify your ability to attend Charleston Southern University. (See attached regarding 2011-2012 Tuition and Fees)
5. Copies of current visa documents
6. Completed Student Eligibility Form (if transferring from another institution)

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INTERNATIONAL STUDENTS ARE NOT ELIGIBLE FOR FINANCIAL AID; HOWEVER, YOU MAY APPLY FOR A GRADUATE ASSISTANTSHIP.

ON-CAMPUS HOUSING IS NOT AVAILABLE FOR INTERNATIONAL GRADUATE STUDENTS.

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## International Student Application Deadlines

To ensure all Immigration and Naturalization Service requirements are met, and to provide sufficient time for non-US transcripts to be evaluated, the following deadlines have been set for **the Enrollment Services Office to receive completed International Applications** (including official transcripts and evaluations).

<u>Term</u>	<u>Deadline</u>
Fall 2011	July 23, 2011
Spring 2012	November 10, 2011
Maymester 2012	March 8, 2012
Summer Sessions 2012	March 29, 2012

*Students who miss a deadline will be considered for the next term.*

## 2011-2012 Tuition and Fees

	<u>MEd</u>	<u>MBA</u>	<u>MSCJ</u>	<u>MSN</u>
TUITION				
Per Semester Hour	\$ 460	\$ 615	\$ 460	\$ 500
Per Year (18 Hours*)	\$ 8,280	\$ 11,070	\$ 8,280	\$ 9,000

\*Eighteen hours based on taking six (6) hours in each major semester, Fall and Spring, and three (3) hours in each summer session, Summer I and Summer II. Students must take at least six graduate hours in each major semester to maintain full-time student status.

### Off-Campus Fees\*

Housing	\$ 8,880	\$ 8,880	\$ 8,880	\$ 8,880
Books/Supplies	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
Transportation/Personal/Misc.	<u>\$ 4,346</u>	<u>\$ 4,346</u>	<u>\$ 4,346</u>	<u>\$ 4,346</u>
TOTAL	\$14,526	\$14,526	\$14,526	\$14,526

**\* Off-campus fees are based on the 2010-2011 academic year and are subject to change. Insurance for students 23 & younger is \$714. For students 24 & older it is \$1,335. Insurance fees are based on the 2010-2011 academic year and are subject to change.**

**\*All international students are required to have health insurance.** Part of this amount must be paid at the beginning of the first semester and the remaining amount at the beginning of the second semester. Coverage is provided on a 12-month basis even in the event the student is unable to continue attendance at Charleston Southern University. If the student begins the semester in the spring term, an additional month's fee may be due. Contact Barbara Mead in the CSU International Services Office for more information regarding CSU's insurance. **The cost of insurance is subject to change each academic year.**

CSU seeks to ensure that our students receive the best medical attention if any unforeseen circumstance may arise. In the past, we have allowed students to purchase their own insurance policies from their home countries. Since this option has not proven to be cost effective in many cases, the university now purchases the insurance for students in advance of their arrival. **The cost then will be included on your account and reflected on your bill.**

In the event a student is being sponsored by an individual or company in the U.S., an Affidavit of Support and supporting financial documents must be submitted by the sponsor on behalf of the student. After issuance of Form I-20 A-B, an advance cash deposit is required to be on file within the Business Office in the amount of the remaining total cost of the term, including required insurance premium, prior to the registration day of the respective term. Otherwise, Charleston Southern University reserves the right to deny the student attendance for that term.

### **TOTAL BANK STATEMENT (minimum)**

<u>MEd</u>	<u>MBA</u>	<u>MSCJ</u>	<u>MSN</u>
\$ 23,520 (23 and younger)	\$26,310 (23 and younger)	\$23,520 (23 and younger)	\$24,240 (23 and younger)
\$ 24,141 (24 and older)	\$26,931 (24 and older)	\$24,141 (24 and older)	\$24,861 (24 and older)

\*Required for International Student Financial Statement Only.



Did you know you can apply online? Go to www.charlestonsouthern.edu and choose Apply Online from the homepage.

All paper applications will require a \$40.00 nonrefundable application fee. A \$20.00 application fee will be required for online applications.

Submit To: Office of Enrollment Services, Charleston Southern University, P.O. Box 118087, Charleston, SC 29423-8087

Local: 843-863-7050, Toll Free: 800-947-7474, www.charlestonsouthern.edu

Office Use Only: Date Application Received: Application Fee / Waiver: Inquiry Code:

SECTION I PERSONAL RECORD

Name (LAST) (FIRST) (MIDDLE OR MAIDEN NAME) (ANY OTHER NAME ON RECORDS) Social Security #

Permanent Mailing Address (NUMBER) (STREET) (CITY) (COUNTY) (STATE) (ZIP)

E-mail

Telephone (H) (AREA CODE) (W) (AREA CODE) (Cell) (AREA CODE) Date of Birth (MONTH / DAY / YEAR) Sex

Are you Hispanic or Latino? Yes No Are you from one or more of the following races? American Indian or Alaskan Native, Asian, Black or African American (not Hispanic), Native Hawaiian or other Pacific Islander, White or Caucasian (not Hispanic).

Country of Citizenship

If you are a noncitizen of the U.S., do you have a Lawful Permanent Residence (LDR) or "green card?" YES NO

If no, what is your visa status? F-1 J-1 Other Marital Status:

Spouse: Name (LAST) (FIRST)

Address (NUMBER) (STREET) (CITY) (STATE) (ZIP)

E-mail Telephone (H) (AREA CODE) (W) (AREA CODE) (Cell) (AREA CODE)

Have you ever been charged with a felony and then pled guilty to a lesser charge? YES NO

Have you ever been charged with, pled guilty to or been convicted of a felony or misdemeanor (other than a routine vehicle parking or moving violation)? YES NO (If you answered yes to any of the questions above, please explain on a separate sheet of paper.)

SECTION II RELIGIOUS PREFERENCE

Denomination Home Church City State

SECTION III ENROLLMENT INFORMATION

If you attended CSU previously under a different name than given in the Personal Record section above, write the full name:

If you are presently attending CSU as a nondegree Special Status student and are applying for regular acceptance, check here.

Have you ever applied to CSU, but never attended? YES NO

Check one box to complete each statement:

I am applying to begin: Year: Fall Spring May Term Extended Maymester (MBA only) Summer I Summer II I am applying as a: New Graduate Student Graduate Transfer Readmit Non-degree Seeking Student\*\* Transient Student Attending Another Institution

\*\* Nondegree seeking students are not eligible for financial aid and may not exceed 15 credit hours.

**SECTION IV ■ PROGRAM INFORMATION**

Business Applicants: Area of Concentration: (Check one)  Accounting  Finance  Information Systems  
 Organizational Development  NONE (May be changed at later date)

Criminal Justice Applicants:  
 Thesis Track  Non-Thesis Track Area Of Interest:  Courts  Law Enforcement  Corrections

Education Applicants : Applying for an M.Ed in: (Check degree and area of emphasis)  
 Elementary Education  Secondary Education:  English  Social Science  
 Educational Administration:  Elementary  Secondary  Adding Ed. Administration:  Elementary  Secondary  
 PACE

Do you intend to transfer any graduate courses into this degree?  YES  NO

Nursing Applicants:  ADN-MSN  BSN-MSN

Need all online courses:  YES  NO

**SECTION V ■ COLLEGE RECORD\***

List all colleges attended or currently attending, beginning with the most recent (include CSU if applicable):

College / University	City / State	Dates Attended	Year of Graduation / Degree Received <small>(IF APPLICABLE)</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Were you classified as a degree-seeking student at the most recent institution?  YES  NO

Are you classified as eligible to return at all institutions attended?  YES  NO

Have you ever been on probation, suspended, or dismissed for academic or disciplinary reasons at any institution attended?  YES  NO

If not, check any of the problem categories that exist:  
 Academic  Financial  Disciplinary

If you answered yes, please explain the circumstances below:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Also, identify the institution(s) where the problem(s) exist and explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*Attach an additional sheet if needed for any of the information in this section.*

**SECTION VI ■ EMPLOYMENT RECORD**

Name of Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**• IMPORTANT •**

*Please read the following statements and certify by signing below if you understand and accept the statement as being your own.*

I do hereby agree that photographs taken of me while I am a student at Charleston Southern University may be used in University sponsored publications, advertisements, commercials and the CSU Web site.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that if I become a student at Charleston Southern University, I will be responsible for all financial obligations that I incur.  
 I understand that, on an as needed basis, CSU may conduct criminal background checks of students prior to, and during, the students' time of enrollment at the university.  
 I also understand that withholding any information requested on this application or giving false information gives Charleston Southern University the right to declare me ineligible for admission or may warrant suspension or dismissal from the university once enrolled.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Don't forget to enclose your \$40 nonrefundable application fee.***

All students enrolled at Charleston Southern University are responsible for abiding by the policies found in the Student Handbook. These policies promote a campus community and an environment conducive to being a successful student. The Student Handbook is located on the CSU Website: [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu).  
 Charleston Southern University admits students of any race, color, national or ethnic origin and does not discriminate on the basis of religion, disability or sex.

**SECTION VII ■ LETTER OF WORK EXPERIENCE OR RESUME** *(Degree Seeking Students Only)*

Please include your work experience or resume in the private and/or public sector. Include in your discussion how this degree will facilitate your career in the future.

Print Name \_\_\_\_\_ Social Security # \_\_\_\_\_

## INSTRUCTIONS

### **Procedure for New and Transfer Graduate Applicants:**

1. Apply online at [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu). If you do not have access to the Internet, you can use this application form and mail it to: Office of Enrollment Services, Charleston Southern University, P. O. Box 118087, Charleston, South Carolina 29423-8087.
2. Enclose a fee of \$40.00 with the application when it is returned to the Office of Enrollment Services.
3. Submit official test scores, if applicable, to the program requirements.
4. Submit official transcripts from all universities attended (undergraduate and graduate).
5. Submit two letters of recommendation from co-workers, professors, pastors, etc. (No letters from friends or family, please).

### **Procedure for Non-Degree Seeking and Transient Applicants:**

1. Apply online at [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu). If you do not have access to the Internet, you can use this application form and mail it to: Office of Enrollment Services, Charleston Southern University, P. O. Box 118087, Charleston, South Carolina 29423-8087.
2. Enclose a fee of \$40.00 with the application when it is returned to the Office of Enrollment Services.
3. Submit copies of transcripts where undergraduate and graduate degrees were conferred.

*Students are urged to consult the Charleston Southern University Graduate Catalog for information regarding admission, course offerings, fees, etc.*

*If you have further questions, contact:*

**Charleston Southern University  
Office of Enrollment Services**

9200 University Boulevard  
P.O. Box 118087

Charleston, South Carolina 29423-8087

843-863-7050 • 1-800-947-7474

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

*Promoting Academic Excellence in a Christian Environment*

**NOTE:** Please be aware that while a financial statement is required for the entire year, fees for tuition are paid on a semester basis.

## International Student Application

**PLEASE PRINT LEGIBLY:**

What is your country of birth? \_\_\_\_\_

Have you studied English? \_\_\_\_\_ If yes, how many years? \_\_\_\_\_  
(Yes or No)

Do you have any mental or physical conditions that require medical treatment or special attention? \_\_\_\_\_ (Yes or No)

If yes, briefly describe:

\_\_\_\_\_  
\_\_\_\_\_

Who will pay for your tuition, academic fees, and other expenses?

\_\_\_\_\_

(Indicate Relationship to Student)

Do you have a scholarship provided by any private source, institution or agency?

\_\_\_\_\_ (Yes or No)

If yes, name sponsoring agency:

\_\_\_\_\_  
\_\_\_\_\_

Do you have an American family sponsoring you if you attend Charleston Southern University? \_\_\_\_\_ (Yes or No)

If yes, give name(s), address(es), and telephone number(s)

Affidavit of Support must be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Payment of costs for each semester must be paid in full no later than Registration Day of each academic term. Please refer to the 2011-2012 CSU Graduate Catalog or online at [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu).*

**CHARLESTON SOUTHERN UNIVERSITY**  
**INTERNATIONAL STUDENT FINANCIAL STATEMENT**

*To be completed by authorized bank/financial institution official only.*

Complete one form for each person/agency assuming financial responsibility for this student. It is imperative that all blanks are completed on each form.

Student's Name: \_\_\_\_\_

Name and address of bank or financial institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Account Owner(s): \_\_\_\_\_

Account Number(s): \_\_\_\_\_

*This is to certify that at the close of business on \_\_\_\_\_,*  
*(MM/DD/YYYY)*

*the above named account holder(s) had a total cash balance in U.S. currency of*

*held in this financial institution. The average balance(s) held here over the last six*  
*months equal \_\_\_\_\_ (U.S. Dollars).*

**Official Bank Seal (Required):**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Note:** For more than one bank/financial institution, this form must be reproduced to separately accommodate information from each.

## **Translation and Evaluation Agencies**

CSU **only** accepts Course-By-Course with GPA transcript evaluations from World Education Services, Inc.

### **World Education Services, Inc.**

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Phone: (212) 966-6311

Fax: (212) 739-6100

E-mail: [info@wes.org](mailto:info@wes.org)

<http://www.wes.org>