

Graduate School Applicant Checklist for International Students

Send the following items to the Office of International

Education:

- Online International Admission Application
- Certification of Finances Form
- Health Insurance Promissory Contract
- English Proficiency Requirement (TOEFL or IELTS)
- Official Transcripts
- Evaluation of Academic Credentials

Send the following items to your Program: Not all items are required by each program; to determine your specific program's requirements go to the Graduate School website and select

your program: <https://www.csustan.edu/grad>

- Program Admission Application
- Test Scores (GMAT, GRE, MAT, etc.)
- Letters of Recommendation
- Personal Statement
- Program Specific Materials

University Admission

We want to help you in the admission process every step of the way. The process for getting into CSU Stanislaus consists of completing and submitting the following items for university and program admission:

1. **Online Admission Application** - Submit an online admissions application for Graduate School admissions: www.csumentor.edu. There is a \$55 non-refundable application fee that must be paid before your application will be processed.
2. **Certification of Finances Form** - Include documentation that the required funds are available to cover the first year's fees and expenses. Form is sent once application is received.
3. **Health Insurance Promissory Contract** - Form is sent once application is received.
Note: the U.S. Customs and Immigration Service and the California State University system require that international students provide proof of health insurance prior to enrollment.
4. **English Proficiency requirement** - All graduate and post baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competence in English by taking one of the following exams:

• **Test Of English as a Foreign Language (TOEFL):** receive a minimum 550 total score and 54 part score on the Test of English as a Foreign Language (TOEFL). Some programs require a higher score. Applicants taking the Computer-Based TOEFL must present a 213 total score and 21 part score or above.

Applicants taking the Internet-Based TOEFL must present a 80 total score and minimum part scores of 20 Reading, 19 Listening, 16 Writing.

• **International English Language Testing System (IELTS):** receive a minimum Band score of 6.5.

Some programs may require a higher score.

5. **Official Transcripts** - One official transcript from ALL colleges you have attended or are attending. Official refers to transcripts that are submitted to the Graduate School in a sealed envelope. Your transcripts must indicate degrees earned.
6. **Evaluation of Academic Credentials** - All students with coursework from countries other than the United States need to seek an outside determination of course work and degree equivalency to U.S. standards. The foreign transcripts must be evaluated by one of the approved organizations listed at the end of this checklist. These organizations are private enterprises that have been approved by the California Commission on Teacher Credentialing and they charge a fee for their services. Individuals pursuing a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. **In all instances, original, official documentation will be required when requesting the evaluation.** When seeking the evaluation be sure to request a **Comprehensive/Detailed Report**, which must include the following:
 - a. identification of institution(s) attended, dates of attendance, credential(s) earned, and the United States educational equivalent.
 - b. individual courses taken with semester units
 - c. individual grade equivalents
 - d. course levels in terms of lower and upper division, graduate and professional level for each post-secondary course evaluated
 - e. overall grade point average

Agencies Accredited by the Commission for Foreign Transcription Evaluation

Academic Credentials Evaluation Institute

P.O. Box 6908
Beverly Hills, CA 90212
(310) 275-3530
(800) 234-1597
Fax: (310) 275-3528
Website: www.acei1.com

Academic & Professional International Evaluations, Inc.

P.O. Box 5787
Los Alamitos, CA 90721-5787
(562) 594-6498
Website: www.apie.org

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American Education Research Corporation

P.O. Box 996
West Covina, CA 91793-0996
(626) 339-4404
Fax: (626) 339-9081
Website: www.aerc-eval.com

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
Fax: (414) 289-3411
E-mail: eval@ece.org
Website: www.ece.org

Educational Records Evaluation Service

601 University Avenue, Suite 127
Sacramento, CA 95825
(866) 411-3737 (916) 921-0790
Fax: (916) 921-0793
E-mail: edu@eres.com
Website: www.eres.com

Foreign Educational Document Service

(not approved for California Teaching Credential)

P.O. Box 4091
Stockton, CA 95204
(209) 948-6589
Fax: (209) 937-0717
E-mail: documentservice@comcast.net

Institute for International Credentials Evaluations at California State University, Fresno

5150 North Maple Avenue, M/S 56
Joyal Administration, Room 211
California State University, Fresno
Fresno, CA 93740-8026
(559) 278-7622
Fax: (559) 278-7879
E-mail: iicecsufresno@cvi.net
Website:
[studentaffairs.csufresno.edu/international_students/credential/
index.shtml](http://studentaffairs.csufresno.edu/international_students/credential/index.shtml)

International Education Research Foundation, Inc.

Credentials Evaluation Service

P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9451
Fax: (310) 342-7086
E-mail: info@ierf.org
Website: www.ierf.org

World Education Services Application for Evaluation of Foreign Educational Credentials

San Francisco Regional Office
P.O. Box 26879
San Francisco, CA 94126-6879
Telephone: (415) 677-9378
Fax: (415) 677-9333
E-mail: sf@wes.org

Website: www.wes.org

* All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation.

Program Admission

In addition to Graduate School admission, program admission is required to pursue a graduate degree or post baccalaureate credential. Many programs employ a referral system and students must be admitted to the program before they will be admitted to the Graduate School. In this case students should apply concurrently to the program and the Graduate School. Program admissions are competitive and many have specific application deadlines. Some programs have one admission date per year. For these reasons and to ensure full consideration, students are encouraged to apply to the program as early as possible. All master's degree and credential program applicants may also be required to provide additional transcripts and test scores to their graduate program department or the Credentials Office.

To determine your specific program's requirements go to the Graduate School website and select your program:

<https://www.csustan.edu/grad>

If you have any further questions or concerns regarding the items you need to submit to your program, please contact the Program Coordinators. Contact information can be found at:

<https://www.csustan.edu/grad/contact-information>

Contact Information

CSU Stanislaus
Graduate School
One University Circle
Turlock, CA 95382
(209) 667-3129 phone
(209) 664-7025 fax
email to: Graduate_School@csustan.edu