

# PORTLAND STATE UNIVERSITY

## Information for Graduate Applicants

Admission to graduate study is granted on the basis of evidence of suitable preparation and the probability of success in the intended field of study.

### Application Instructions

Applicants must submit **two separate application packets**:

#### Application Packet 1

Return the following items to the Office of Admissions, Records, and Financial Aid as a complete packet:

1. University Application for Graduate Admission form.
2. \$50.00 non-refundable application fee\*. The fee is good for one year. Pay by check, money order, or credit card. *Do not send cash.*
3. One official transcript (in a sealed [closed] envelope from the issuing institution) from **each** post-secondary institution attended. (A transcript from PSU is not required.)
4. Applicants whose native language is not English and who have not completed undergraduate degree requirements at an accredited U.S. institution are required to submit official TOEFL or IELTS scores as detailed on page 2.

AND

#### Application Packet 2

Return the following items to the graduate program department as a complete packet:

1. Departmental Graduate Admission Application form (see enclosed or use form provided by department).
2. One transcript (official or unofficial, as requested by department) from **each** post-secondary institution attended.
3. Additional documents as required by the department (applicants **must contact** the department for a list of required documents). These may include:
  - ❖ Letter(s) of recommendation (departments may have specific forms)
  - ❖ Official test scores (GRE, GMAT, etc.; TOEFL or IELTS for international students)
  - ❖ Essay or statement
  - ❖ Resume
  - ❖ For those departments that require a departmental entrance exam, applicants must arrange a testing date

*Failure to supply complete and accurate information will delay the admissions process and subject applicants to the University's policies governing academic dishonesty.*

### Application Priority Dates

<u>Fall Term</u>	<u>Winter Term</u>	<u>Spring Term</u>	<u>Summer Session</u>
April 1	September 1	November 1	February 1

Some departments have established earlier deadlines than the ones listed above or will admit students for selected terms. Applicants should check with the department before applying. If the department has established an earlier deadline, completed application packets must be received by the department and the Office of Admissions, Records, and Financial Aid by the deadline date.

International applicants should refer to the "Application Procedures" sheet accompanying this application form regarding special deadlines for students with F-1 or J-1 visas.

Deadlines for departmental assistantships are normally earlier than University deadlines.

### General University Guidelines

PSU students are required to be familiar with, and comply with, all rules and regulations governing graduate study as set forth in the PSU *Bulletin*.

**Students who do not register for the term in which they are admitted are subject to admission cancellation unless they notify the Office of Admissions, Records, and Financial Aid and the graduate program department of their intent to change their term of enrollment.** Notification must be given prior to the start of the term for which the student was admitted.

\*Subject to change by the Oregon University System.

## English Language Proficiency Requirement (Do I need to take the TOEFL or IELTS exam?)

### **Undergraduate or Postbaccalaureate Students**

International students can be conditionally admitted to PSU without meeting the English language proficiency requirement or taking the TOEFL or IELTS. However, in this case enrollment will be restricted to English as a Second Language (ESL) courses. Students admitted to PSU on a conditional basis must meet one of the acceptable proofs of English language proficiency (listed below) before they can begin non-ESL courses at PSU.

### **Graduate Students**

All graduate students whose native language is not English must meet the English language proficiency requirement before enrollment in academic classes. Please note that this requirement applies to all students, including permanent residents and U.S. citizens. Very few graduate departments will approve conditional admission with restriction to English as a Second Language (ESL) classes. Please ask your graduate coordinator to explain your department's policy.

### **Acceptable proof of English Language Proficiency:**

1. Minimum required official score (listed in box below), achieved within the last two years, on the International TOEFL (Test of English as a Foreign Language) exam, the PSU Institutional TOEFL, or the IELTS (International English Language Testing System) exam;
2. Test score more than two years old *if* the score exceeded the minimum requirement *and* you have maintained continuous residency in the U.S. since the exam date; or
3. Completion of a 4-year bachelor's degree, master's degree or doctoral degree at a college/university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland.

### **Unacceptable proof of English Language Proficiency (these do NOT meet the requirement):**

1. Test score less than PSU's minimum requirement (listed in box below);
2. Test score more than two years old (unless you have lived in the U.S. continuously since the exam date);
3. Institutional TOEFL score from any school except PSU;
4. Completion of an ESL program at another school;
5. Successful completion of English, Writing, or Literature classes;
6. A diploma from a U.S. high school;
7. An associate's degree from a U.S. community college; or
8. A bachelor's degree representing less than 4 years of study.

### **How to Order Official TOEFL or IELTS Scores:**

- **PSU Institutional TOEFL:** International Admissions already has your official score report.
- **International TOEFL:** The TOEFL is administered by the Educational Testing Services (ETS). International Admissions must receive an official score report directly from ETS. We will receive your official score report if you indicate, when you take the exam, that ETS should send us an official score report. If you do not, you must ask ETS to send us an official score report. Please use PSU's institution code **4610** and the department code **00** when you order an official TOEFL score report from ETS. Contact information is available at [www.toefl.org](http://www.toefl.org).
- **IELTS:** Test Report Forms are sent directly to PSU from the IELTS Testing Center where you took the test. Please contact your testing center to order an official IELTS score report. Contact information is available at [www.ielts.org](http://www.ielts.org).

#### TEST SCORE MINIMUM REQUIREMENTS

	<u>PBT</u> **	<u>CBT</u> **	<u>IBT</u> **	<u>IELTS</u>
Undergraduate/Postbaccalaureate	525	197	Minimum each section: 16 reading; 16 listening; 14 speaking; 14 writing	6.5 overall , minimum 6.0 on each individual band
Master's/Doctoral	550*	213*	Minimum each section: 18* reading; 18* listening; 16* speaking; 16* writing	7.0*

\*Some graduate programs require higher scores. Please consult your academic department's graduate coordinator to verify minimum score requirements.

\*\*PBT=Paper-based TOEFL; CBT=Computer-based TOEFL; IBT=Internet-based TOEFL

For further information please contact:

- **Admissions:** (503) 725-3511 or [intladm@pdx.edu](mailto:intladm@pdx.edu) about PSU's English language requirement
- **Intensive English Language Program:** (503) 725-4088 or [esl@pdx.edu](mailto:esl@pdx.edu) about ESL class registration
- **PSU Testing Services:** (503) 725-4428 or [testing@pdx.edu](mailto:testing@pdx.edu) about the PSU Institutional TOEFL exam
- **International TOEFL:** [www.toefl.org](http://www.toefl.org) or **IELTS:** [www.ielts.org](http://www.ielts.org)

## ENGLISH LANGUAGE PROFICIENCY - Frequently Asked Questions

### ***Who needs to meet the English language proficiency requirement?***

All admitted undergraduate, postbaccalaureate and graduate international students on non-immigrant visas must satisfy the English language proficiency requirement before they can enroll in regular academic classes. Graduate applicants who are permanent residents, refugees, asylees or U.S. citizens also **must** meet the English language proficiency requirement. Postbaccalaureate or graduate applicants are eligible for a waiver of this requirement if they completed a 4-year bachelor's, master's or doctoral degree from a college or university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland. Important note: *Undergraduate and postbaccalaureate* applicants who are U.S. permanent residents, refugees, or asylees are **not** required to take the TOEFL or IELTS.

### ***Do all students educated outside of the U.S. have to take the TOEFL/IELTS?***

An international student holding a student visa or other non-immigrant visa must meet Portland State's English language proficiency requirement (by taking either TOEFL or IELTS). If you hold a 4-year bachelor's, master's, or doctoral degree from a college or university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland you are eligible for a waiver of the English language proficiency requirement.

### ***I completed my bachelor's, master's, or doctoral degree at a college/university inside the U.S. Do I still need to take TOEFL/IELTS?***

No. TOEFL/IELTS is waived automatically for students who have completed a 4-year bachelor's, master's, or doctoral degree at a U.S. college/university.

### ***I completed a 4-year bachelor's, master's, or doctoral degree outside the U.S. at a college/university where English is the only language of instruction. Do I need to take the TOEFL/IELTS?***

TOEFL/IELTS will be waived **only** for students who have completed a 4-year bachelor's, master's, or doctoral degree at a college/university in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland.

### ***I am not an international student. I am a Permanent Resident (green card holder)/US Citizen/Refugee/Asylee. Do I still need to meet the English language proficiency requirement by taking the TOEFL/IELTS?***

*Undergraduate and postbaccalaureate* applicants who are permanent residents, refugees, or asylees are **not** required to take the TOEFL/IELTS. However, *graduate* applicants who are permanent residents, refugees, asylees, or U.S. citizens must meet the English language proficiency requirement unless their undergraduate/bachelor's, master's or doctoral degree was completed in the United States, English-speaking Canada, Australia, New Zealand, Great Britain or Ireland.

### ***What are the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)?***

TOEFL and IELTS are tests designed to assess your English language proficiency.

### ***Do you offer conditional admission if I haven't taken TOEFL/IELTS or have a score lower than the minimum requirement?***

Undergraduate or postbaccalaureate students who do not meet the minimum TOEFL/IELTS score requirement can be conditionally admitted to PSU with a restriction to ESL classes until they obtain a sufficient TOEFL/IELTS score. Graduate students who do not meet the TOEFL/IELTS requirement must contact their graduate department to initiate a petition with the Office of Graduate Studies for special consideration. The Admissions Office cannot grant conditional admission to graduate students without the approval of **both** the student's graduate academic department/program **and** the Office of Graduate Studies.

### ***My admission letter says I am admitted with an English as a Second Language (ESL) restriction. What does this mean?***

Until you meet the English language proficiency requirement, your enrollment will be restricted to ESL classes. You will be required to take an English Language Placement Test in the ESL department and follow the advice of the ESL faculty about your class registration.

### ***Will you accept a copy of my TOEFL or IELTS score report?***

Yes. We can use unofficial documents for our admission evaluation. However, we must receive an official score report directly from your testing service (TOEFL or IELTS) before the end of your first term of PSU enrollment.

### ***How can I get the official TOEFL/IELTS scores?***

**TOEFL:** The TOEFL is administered by the Educational Testing Services (ETS). Contact ETS directly to order an official TOEFL score to be sent directly to PSU. Contact information is available at [www.toefl.org](http://www.toefl.org). The PSU institution code is 4610, and the department code is 00.

**IELTS:** Test Report Forms are sent directly to PSU from the IELTS Testing Center where you took the test. Please contact your testing center to order an official IELTS score report. Contact information is available at [www.ielts.org](http://www.ielts.org).

### ***I took TOEFL/IELTS more than two years ago. Do I need to take it again?***

Both TOEFL and IELTS scores are valid for two years from the date you took the test. In some circumstances, we can accept TOEFL/IELTS scores that are older than two years if you have maintained continuous presence in the U.S. since the exam date. This determination is made by the Office of Admissions on a case-by-case basis.

### ***What is the difference between the IELP and ESL program at PSU?***

**IELP:** The Intensive English Language Program (IELP) is a PSU program for students seeking English language training only. Classes offered through the IELP program are non-credit courses that can prepare you for regular academic courses at PSU or other universities. **ESL:** The ESL program is for degree-seeking PSU students who have not yet demonstrated English language proficiency and, therefore, are required to take ESL classes. Students in the ESL program will receive credits and grades for their ESL classes. If you are an undergraduate student, you may be able to apply up to 36 ESL credits (as elective credits) toward your bachelor's degree requirements.



# University Application for Graduate Admission

PSU promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex, sexual orientation, or veteran status.

A \$50.00 non-refundable Application Fee is required. Make check or money order payable to Portland State University or see back for credit card info.

**Application for:**

Fall 20 \_\_\_\_\_ Winter 20 \_\_\_\_\_  
Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Check the degree you are applying for and write in the code (see back) that coincides with your major(s).

<b>MASTERS</b>	<input type="checkbox"/> M Ed (GTEP)	<input type="checkbox"/> MPA	
<input type="checkbox"/> MA	<input type="checkbox"/> MEM	<input type="checkbox"/> MPH	
<input type="checkbox"/> MS	<input type="checkbox"/> M Eng	<input type="checkbox"/> MSE	
<input type="checkbox"/> MAT	<input type="checkbox"/> MFA	<input type="checkbox"/> MSW	<b>DOCTORAL</b>
<input type="checkbox"/> MST	<input type="checkbox"/> MIM	<input type="checkbox"/> MURP	<input type="checkbox"/> Ed D
<input type="checkbox"/> MBA	<input type="checkbox"/> MM	<input type="checkbox"/> MUS	<input type="checkbox"/> Ph D

**MAJOR CODE(S)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Have you previously applied to or ever attended PSU?**

Yes  NO

If yes, last term attended:  
TERM \_\_\_\_\_ YEAR \_\_\_\_\_

**BIOGRAPHICAL INFORMATION**

**1. Social Security Number\***

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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\*Please see Disclosure and Consent statement located on back.

**2. Legal Name**

Last (Family) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**3. Other name(s) that may appear on your academic records**

**4. E-mail Address**

**5. Current Mailing Address**

Number and Street \_\_\_\_\_ County \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_ State/Country/Zip \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**6. Permanent Address**

Number and Street \_\_\_\_\_ County \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_ State/Country/Zip \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**7. Emergency Contact** Name \_\_\_\_\_

Number and Street \_\_\_\_\_  
City \_\_\_\_\_  
State/Country/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**10. Ethnic Identity (Optional)** The Oregon University System must seek to identify the ethnic background of applicants for admission in compliance with federal reporting requirements. You are encouraged to supply this information but you may decline without prejudicing your application in any way. Please check all that apply.

- B Black/African American, Non-Hispanic
- W White, Non-Hispanic
- H Hispanic/Chicano/Latino (Specify) \_\_\_\_\_
- A Asian or Pacific Islander (Specify) \_\_\_\_\_
- I American Indian or Alaska Native \_\_\_\_\_ (Specify Tribal Affiliation)
- M Middle Eastern (Specify) \_\_\_\_\_
- N North African
- D Decline to Respond

**8. Gender**

Male  Female

**9. Date of Birth**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

**11. Residency**

Are you a U.S. Citizen?  Yes  No If no, answer questions on reverse side.

For tuition purposes, you consider yourself a:

Resident  Non-Resident of Oregon.

If resident, please answer the following questions. **Failure to do so may result in your classification as a non-resident.**

Dates of most recent continuous physical presence in Oregon	Applicant _____ to _____	Parent/Guardian (if applicant under 21)	_____ to _____
The last two years Oregon income taxes were filed	_____ & _____	_____ & _____	
Issue date of Oregon Driver's License:	_____ / _____ mo yr	_____ / _____ mo yr	
Date of Oregon Voter Registration	_____ / _____ mo yr	_____ / _____ mo yr	
Dates of military service, if applicable	_____ to _____	_____ to _____	
Did you enter the military while a resident of Oregon?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

**12. Previous Education**

List each community college, junior college, college, and university you have attended (include attendance at PSU) beginning with the most recent. **NOTE: Failure to provide the following information subjects you to cancellation from the University.** Official transcripts are required from each institution.

Office Use Only	Institution	Location (City & State)	Dates Attended (Month & Year)	Degree Received/Date
			to	/
			to	/
			to	/
			to	/

**INTERNATIONAL STUDENTS / RESIDENT ALIENS**

Country of Birth _____	Type of Visa _____	Are you a Resident Alien? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Resident Alien Number _____
Country of Citizenship _____	Date Visa Issued _____ / _____ / _____ Month Day Year	<b>A</b> _____ Date Resident _____ / _____ / _____ Alien Card Issued _____ / _____ / _____ Month Day Year (Attach photocopy of both sides of Resident Alien Card)

**GRADUATE DEGREE PROGRAMS CODES**

<b>MASTER'S PROGRAMS</b> <b>Interdisciplinary Studies</b> IST Interdisciplinary Studies, MA, MS <b>College of Liberal Arts &amp; Sciences</b> ANTH Anthropology, MA BI Biology, MA, MS CH Chemistry, MA, MS CMST Communication Studies, MA, MS CR Conflict Resolution, MA, MS EC Economics, MA, MS ENG English, MA, MAT ENVM Environmental Management, MEM ESR Environmental Sci & Resources, MS <i>Foreign Languages, MA, MAT</i> FR French GER German SPAN Spanish FLL Foreign Literature & Language, MA GNAL General Arts & Letters, MAT, MST GNSS General Social Science, MAT, MST GEOG Geography, MA, MS G Geology, MA, MS GHYD Geol opt: Geohydrology, MA, MS HST History, MA MTH Mathematics, MA, MS, MAT, MST PH Physics, MA, MS PSY Psychology, MA, MS <i>Science, MAT, MST</i> SCBI Biology SCCH Chemistry SCES Environmental Sci (MST only) SCGN General Science SCGL Geology SOC Sociology, MA, MS SPSH Speech & Hearing Science, MA, MS STAT Statistics, MS TESL Teaching English to Speakers of Other Languages, MA WR Writing, MA, MS <b>School of Business Administration</b> BA Business Administration, MBA <i>BA Options, MBA</i> BAFN Finance BAIB International Business BAIT Mgmt of Innovation & Tech	IMGT International Management, MIM FINA Financial Analysis, MS <b>Graduate School of Education</b> EDCI Curriculum & Instruction EDCN Counseling EDML Media/Librarianship EDPA Policy, Foundations, & Administrative Studies EDSP Special Education EDME Elementary Education, M Ed EDMS Secondary Education, M Ed <b>College of Engineering &amp; Computer Science</b> CEEV Civil & Environ Engineering, MS CEM Civil Engineering Mgmt, M Eng CS Computer Science, MS ECE Elec & Computer Eng, MS, M Eng EM Engineering Management, MS <i>Engineering Management, M Eng</i> EMPM Project Management EMTM Technology Management MFGE Manufacturing Engineering, M Eng (joint degree w/OSU) ME Mechanical Engineering, MS, M Eng MSE Materials Sci & Engineering, MS SOE Software Engineering, MSE SYSE Systems Engineering, M Eng <b>School of Fine &amp; Performing Arts</b> <i>Art, MFA</i> APNT Painting APS Mixed Media ASCP Sculpture <i>Music</i> MUS Music, MAT, MST MUSC Conducting, MM MUSP Performance, MM TA Theater Arts, MA, MS <b>Graduate School of Social Work</b> SW Social Work, MSW <b>College of Urban &amp; Public Affairs</b> AJ Administration of Justice, MS HAP Health Admin & Policy, MPH HS Health Studies, MA, MS HEHP Health Ed/Health Promotion, MPH PA Public Administration, MPA	PAHA PA option: Health Admin, MPA PS Political Science, MA, MS URP Urban & Regional Planning, MURP USP Urban Studies, MUS <b>Systems Science</b> SSGN Systems Science, MS  <b>DOCTORAL PROGRAMS</b> <b>Doctor of Education (EdD) Degrees</b> <i>Educational Leadership</i> ELEA Administration ELCI Curriculum & Instruction ELPE Postsecondary Education ELSC Special & Counselor Education <b>Doctor of Philosophy (PhD) Degrees</b> CEEV Civil & Environmental Engineering CS Computer Science ECE Electrical & Computer Engineering <i>Environmental Science &amp; Resources</i> ESBL Biology ESCH Chemistry ESCE Civil & Environ Engineering ESEC Economics ESGG Geography ESGL Geology ESGN General ESPH Physics MTED Mathematics Education MTHS Mathematical Sciences PAP Public Administration & Policy SWSR Social Work & Social Research <i>Systems Science</i> SSAN Anthropology SSBA Business Administration SSCE Civil & Environ Engineering SSEC Economics SSEM Engineering Management SSGN General SSMA Mathematics SSME Mechanical Engineering SSPY Psychology SSSO Sociology UST Urban Studies
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**SOCIAL SECURITY NUMBER DISCLOSURE AND CONSENT STATEMENT**

You are requested to provide voluntarily your Social Security Number to assist OUS (and organizations conducting studies for or on behalf of OUS) in developing, validating, or administering predictive tests; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. OUS will disclose your Social Security Number only if the studies are conducted in a manner that does not permit personal identification of you by individuals other than representatives of OUS (or the organizations conducting the study for OUS) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent or the use of your Social Security Number at any time by writing to the Office of Admissions, Records, and Financial Aid.

I certify that all statements on this application are complete and true. I also understand that if I am admitted and do not enroll for the term to which I am admitted, I will need to update my application within one year; otherwise, I will submit a new application and non-refundable application fee.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pay \$50.00 non-refundable Application Fee by Credit Card  Visa  MC Name on Card \_\_\_\_\_  
 Card Number \_\_\_\_\_ Cardholder Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

**PORTLAND STATE UNIVERSITY, OFFICE OF ADMISSIONS, P.O. BOX 901, PORTLAND, OR 97207-0901**