

Missouri State University

International Student Application for Admission

Office of International Services ::: Missouri State University ::: 901 S. National Ave. ::: Springfield, MO 65897
417-836-6618 ::: www.international.missouristate.edu/services

Instructions

Use of this Form
We are glad you are interested in attending Missouri State University. You may use this application if you plan to enroll at Missouri State as a new first time college student, graduate student, or transfer student, if you are returning to Missouri State to complete your undergraduate degree or if you wish to be reclassified from a nondegree-seeking student to a degree-seeking undergraduate student.

Former Missouri State Students
You may use this form or apply online. If you have attended other colleges or universities since leaving Missouri State, please ask each institution to send your official academic transcript directly to Missouri State.

Application Procedure
You may apply up to one year prior to the beginning of the semester for which you plan to enroll. International students are encouraged to complete the application by May 1 to attend the fall semester and by September 1 to attend the spring semester.

Application Fee
An application fee is required before your application can be processed. The application fee is nonrefundable. We accept all major credit cards, checks or cash.

Transcripts
To process your admission, we will need transcripts as follows:

- If you are in high school or have graduated but will have earned fewer than 24 hours of transferable college credit completed after high school graduation, please request that your high school send us your transcript and test scores.
- If you have registered for any courses at other colleges or universities for previous semesters, please request that each college or university send us your official academic transcript (regardless of whether you completed courses or received grades).
- If you are currently enrolled in high school or another college or university, you must request that your final official academic transcript(s) be sent to Missouri State when available.

We require official transcripts to be sent directly to the Missouri State Office of International Services by your previous schools. Transcripts which are hand-carried or marked “issued to student” cannot be considered official. Faxed transcripts can only be considered official if received from schools with which Missouri State University has an established agreement.

If you are applying on the basis of General Educational Development scores, you must request that an official copy of your scores be sent to the Missouri State Office of International Services. You should contact the department of education of the state in which you took the GED for information on how to have your official score report sent. If you took the test in Missouri, the Office of International Services can pull your GED scores from the state system as long as you have provided us with your Social Security number. (Minimally, the last four digits of the SSN are needed.)

You should hear from us within three (undergraduate) or six (graduate) weeks of the date we receive your application, fee and all required transcripts and documentation. If you are a
new student, you will receive information regarding orientation, registration, housing and financial aid, as well as other information to help you prepare for your first semester.

Use of Social Security Number
Disclosure of your Social Security number under item 2 is voluntary. If you provide your number, it will NOT appear on your student identification card but it is necessary for several University offices, including financial aid.

Credit by Examination
The University has a credit-by-examination policy which includes Advanced Placement, the College Level Examination Program and International Baccalaureate, as well as credit for military service and certain departmental examinations. This policy is available from the Office of Admissions and is online at www.admissions.missouristate.edu/collcredit.htm

Questions?
If you have questions regarding the application or the admission process, please contact the Office of International Services as follows:

Office of International Services
Missouri State University
901 S. National Ave.
Springfield, MO 65897

Email: InternationalServices@missouristate.edu
Phone: +1 (417) 836-6618

Missouri State

International Student Application for Admission

Please read instructions and type or print in ink.

1) Legal name (As it appears on your passport) **2) Social Security number (if you have one)**

First _____M.I. _____ Last _____ _____ – _____ – _____

3) Birth date **4) Birth Place** **5) Sex**

Month _____ Day _____ Year _____ City_____ State_____ Country_____ ☐Male ☐Female

6) Country of Citizenship _____ 7) Country Issuing Passport _____

8) Marital status **9) Maiden or other names used on academic records** (If any)

☐ Single ☐ Married First _____ M.I. _____ Last _____

10) Current mailing address and phone (use "/" to indicate new line)

Street_____

City _____State _____ Mail Code _____ Country_____

Phone____ ____ _____ **11) Date of intended departure from current address:** Month _____ Day _____ Year _____

12) Permanent non-U.S. address if different from above (use "/" to indicate new line)

Street _____

City _____State _____ Mail Code _____Country_____

Phone____ ____ _____ **13) Email address** _____

14) Have you attended Missouri State previously? ☐Yes ☐ No (If yes, approximately what year?) _____

15) How did you first learn about Missouri State University? _____

16) Semester for which you are applying ☐Fall ☐Spring Year _____

17) Length of time you anticipate studying at Missouri State University: _____ years

18) Select appropriate classification for which you are applying:

☐ Undergraduate Planned program of study: _____

☐ Graduate Planned program of study: _____

☐ Nondegree-seeking student ☐I have completed a bachelor's (4-year or master's degree) ☐I have not completed a bachelor's degree

(Answers to the following two questions are optional and are requested to comply with federal guidelines.)

19) Ethnicity: (Choose one)

☐ Hispanic or Latino ☐Non-Hispanic or Latino

20) Race: (You may choose one or more)

☐ American Indian or Alaska Native ☐Asian ☐Black or African-American ☐ Native Hawaiian or other Pacific Islander ☐White or Caucasian

21) Have you ever been convicted of a crime other than a traffic offense, are any criminal charges pending against you or have you been dismissed/suspended from another college or university for disciplinary reasons?

☐Yes ☐ No If yes, please explain on a separate sheet.

22) Intended major or program (See list of majors and programs on page 7) _____ **or** ☐**Undecided**

23) Educational Background – Please provide a complete summary of all educational institutions you have attended, beginning with your initial enrollment in primary school. Be sure to include present enrollment including intensive English programs. Failure to list all schools, regardless of length of time attended, is considered falsification of records and may result in denial or suspension.

Complete name, city & country of the institution	Dates entering and Leaving	Title (in original language) of certificates, degrees, diplomas, and/ or levels of exams passed and dates earned or expected
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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24) What is your primary language? _____

25) Have you completed one or more years of study in a college or university in the US? ☐ yes ☐ no

26) You must document proficiency in spoken and written English by one of the following methods:

Test of English as a Foreign Language (TOEFL): Date Taken Month _____ Day _____ Year _____ Score (if known): _____

Date you requested offi cial scores be sent to Missouri State by the Educational Testing Service (ETS): Month _____ Day _____ Year _____

International English Language Testing System (IELTS): Date Taken Month _____ Day _____ Year _____ Score (if known): _____

MSU English Language Institute: Date Entered Month _____ Day _____ Year _____ Current Level: _____ **Expected Completion** _____ Day _____ Year _____

ELS Language Centers: Date Entered Month _____ Day _____ Year _____ City and State:_____ **Expected Completion** _____ Day _____ Year _____

27) If you have taken any of the following tests, please indicate test, date taken, and your score:

SAT_____/_____ ACT_____/_____ GRE_____/_____ GMAT_____/_____

Please write the date you requested offi cial scores be sent directly to Missouri State from the testing center: Month _____ Day _____ Year _____

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28) Immigration status (for applicants who are currently in the U.S.):

Your current U.S. immigration status: ☐F-1 ☐F-2 ☐J-1 ☐J-2 Other: _____ Date of your original entry into this status: Month _____ Day _____ Year _____

Which university or other organization issued the I-20, DS-2019, or other document used in maintaining your current status? _____

Dates of this document: Issue date: Month _____ Day _____ Year _____ Ending date: Month _____ Day _____ Year _____

SEVIS ID number (from your I-20) _____

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29) Financial support: Please refer to the "International Student Statement of Financial Support" for required documentation.

Have you asked your sponsor to submit the International Student Statement of Financial Support form? ☐Yes ☐No

Sponsor's Full Legal Name _____ Sponsor's Email Address_____ _____

Sponsor's Street Address_____

Sponsor's City _____ Sponsor's State _____ Sponsor's Mail Code _____**Country**_____

Sponsor's **Phone** _____ _____ Sponsor's **Fax** _____ _____

30) Housing and family information: All unmarried students in freshman or sophomore standing (fewer than 30 credit hours) who are under the age of 21 are required to live in University housing and will automatically receive housing information. Limited married and family housing is available on campus and in the surrounding community. If you are 21 years of age or older or have completed 30 or more transferable hours, please contact us for campus housing information.

Please check here if you would like to receive information about University housing: ☐

Accompanying family information:

Family or Surname	Given Name	Date of birth	Country of birth	Relationship to Student	Gender

If you need to list additional family members, please list information on a separate sheet and attach.

31) Employment: Please list employment for the past year or your last two employers.

Name of Employer	City	State	Country	Dates (Month/Year)

32) Previous correspondence with Missouri State University: If you have corresponded with anyone at Missouri State other than International Services, such as a coach or academic department, please indicate names and departments: _____

33) Friend or Family in the United States: If you are acquainted with a person in Springfi eld or elsewhere in the United States who might be able to supply us with more information about you, please give us that person's name, address, telephone, fax and/or e-mail address (if available), and his/her relationship to you:

Full Legal Name _____ Email Address_____ _____

Street Address_____

City _____State _____ Mail Code _____**Phone** _____ _____Relationship to student _____

34) I certify that the information I have provided is accurate. I understand that falsified information or failure to supply ALL required transcripts could result in admission denial or suspension from Missouri State with loss of fees.

Applicant's signature _____ **Date** _____

Failure to sign will delay the processing of your application.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability employer and institution. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Equal Opportunity Officer, Park Central Office Building Suite 111, 901 South National Avenue, Springfield, Missouri 65897, 417-836-4252. ADM 153 14.

Application Instructions

Follow these steps in applying for admission to Missouri State University.

1) Name: Write your name on the application as it appears on your official documents and, if applicable, any informal name that you may use. Application materials are filed alphabetically under the family name or surname as written by the applicant on the International Student Application. To assist us in processing your application as quickly as possible, please use the same name and spelling on all materials sent to Missouri State University.

2. Signature: Complete and sign the international student application.

3. Attachments (attach the following)

   a. application fee of $50 (international money order in U.S. currency or check drawn on a U.S. bank),

   b. copies of your academic records in English and original language (see page 2),

   c. English proficiency documentation (TOEFL, IELTS, or Missouri State ELI), and

   d. "International Student Statement of Financial Support" accompanied by proof of availability of funds for one year (bank statement).

4. Mailing Labels: If your postal service may have touble interpreting English, enclose mailing labels for use in our reply.

5. Address (mail to the following address)
   International Services
   Missouri State University
   901 South National Avenue
   Springfield, Missouri 65897 U.S.A.

6. Express Mail and Fax: Use of email, express mail, or fax transmission is permitted. If you email or fax, promptly mail originals of application materials and accompanying documents with the application fee.

If you follow the steps indicated above, you should hear from us within six weeks. Please furnish all necessary materials promptly to avoid delays. If you have questions regarding the application process, please contact us. If you are admitted, the Office of International Services will send you the appropriate form (I-20 or DS-2019) to use in applying for your visa. If you do not meet admission requirements, you will be notifi ed.

Application Deadlines

Fall Semester (beginning in August): Application and all required application materials must be submitted no later than May 1.
Spring Semester (beginning in January): Application and all required application materials must be submitted no later than September 1.

Required Examinations

English Proficiency: Generally required of all students. Persons whose primary language is English and persons who have recently completed one or more years of university-level study in the U.S may be exempt at the discretion of International Services.

Missouri State Required Scores	Undergraduate	Graduate
TOEFL-iBT (Internet-based test)	Score of 61* or more *(Scores of less than 15 in any individual band will require enrollment in a corresponding ELI course during student's first semester at MSU)	Score of 79 or more
IELTS	Score of 5.5** or more **(Scores of less than 5.0 in any individual band will require enrollment in a corresponding ELI course during student's first semester at MSU)	Score of 6.0 or more
Missouri State English Language Institute	Completion of level 402	Completion of level 502

Missouri State English Language Institute (ELI) - Internet - http://international.missouristate.edu/eli; telephone - 417-836-6540; fax - 417-836-7674; e-mail - ELI@missouristate.edu; or postal mail ELI, Missouri State University, 901 South National Ave., Springfield, MO 65897, USA.

Graduate Records Examination (GRE): Generally required of all non-business master's degree applicants prior to admission, with the exception of selected applicants with bachelor's degrees from U.S. institutions. For required scores, please refer to the specifi c program of interest in the graduate catalog: http://graduate.missouristate.edu/.
Graduate Management Admissions Required prior to admission of all applications for admission to master's degree programs in the College of Business. Test (GMAT) or (GRE): MBA applicants must earn a minimum score in the 20th percentile for both the verbal and the written components on the GMAT. Applicants with lower scores will be required to retake the GMAT or enroll in Missouri State's English Language Institute.

Optional Examinations

American College Test (ACT) OR If you are applying as a fi rst-time undergraduate student, we encourage you to take either the ACT or the SAT and submit your Scholastic Aptitude Test (SAT): scores as soon as possible. Though scores are not required, some students will be admitted on the basis of test scores who would not have otherwise been admitted.