



MIAMI UNIVERSITY GRADUATE SCHOOL

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

Questions?

The Graduate School

Miami University

Oxford, Ohio 45056

513-529-3734

Fax: 513-529-3762

(Please understand that the application for admission and all supporting documentation cannot be faxed.)

E-mail: gradschool@muohio.edu

www.muohio.edu/graduate/

Instructions for applying to Miami

Accompanying the application form is the Miami University publication **Information for International Students** that has been prepared by the Office of International Education. Please familiarize yourself with the contents of that brochure before completing this application for admission.

This application is in two parts:

Part 1: Admission

Part 2: Confidential Financial Statement

All applicants must submit Parts 1 and 2 to complete the application. If you are applying for financial aid, you must also submit the Application for Graduate Award.

Before an admission decision can be made, your application to Miami needs to include:

- Parts 1 and 2 and all supporting documents, completed and signed
- Your application fee: a check or money order **drawn on a U.S. bank** for \$35, payable to Miami University. This is not refundable. We cannot waive or defer payment of the application fee.
- **Official** academic records for all post-secondary studies completed to date. Notarized photocopies or faxes are not acceptable.
- **Official** test scores. Notarized photocopies or faxes are not acceptable.

Mail these materials to:

**The Graduate School
Miami University
Oxford, Ohio 45056
U.S.A.**

Individuals with disabilities who require accommodation in the application process should contact:

**The Office of Disability Resources
513-529-1541 (TTY accessible)**

Application for Admission to The Graduate School

Dates for filing application forms

You may apply for admission to the fall semester, which begins in late August, or to the spring semester, which begins in January.

You should return the application forms and required documents to the Graduate School **at least six months** in advance of the expected date of enrollment if you currently reside outside the U.S.

Fall semester application dates:

January 31

if you are already in the U.S.

March 1

if you are outside the U.S. or applying for financial aid

Admission deadlines vary by department. See the Programs and Degrees page on the Graduate School website at www.muohio.edu/graduate/programs/ for exact dates.

Spring semester application date:

October 1

whether you are currently in the U.S. or not

A Monday postmark is acceptable for a Sunday deadline. If you apply after the deadline, we cannot guarantee that your application will be processed in time, and you may have to delay your enrollment until the next available semester. We do not accept records sent by fax.

Mail this application for admission and all supporting documents to:

**The Graduate School
Miami University
Oxford, Ohio 45056
U.S.A.**

Applying to a degree program

Before you can enroll in Miami's Graduate School, you must have completed at least 16 years of formal schooling that culminates in the award of a university degree or degrees.

If you have not yet completed your final year of study at the undergraduate level, you must submit up-to-date academic records which we will judge for provisional acceptance. We will make our final decision when you submit your final records and proof that you have been awarded a university degree.

1. Submit the application form identifying your intended program of study and the degree you intend to earn (as listed on page 3 of this packet).
2. Request all post-secondary institutions you have attended to send **two official copies** of your academic records listing the courses you have completed to date and the grade (or note, or mark) you have earned in each subject. If you have already earned a university degree or degrees, you must submit proof of each degree earned. All academic records must be certified as true copies by an educational or legal authority and bear the **original seal** or stamp and **signature in ink** of the person who is authorized to certify or issue such documents. Academic records and letters of recommendation **MUST** be submitted on official stationery of the institution you attended and are to include the name and address of the institution.
3. You must file a new application for each new degree program you plan to pursue and for any continuing study you attempt after you complete a degree. If you have already applied to Miami but not registered, you should contact the Graduate School to reactivate your file. If your application has been in process for more than one calendar year you must update it. If your application has been in process for more than two years you must complete a new application. The \$35 application fee is a one-time fee.
4. Many departments require additional documentation to

support your application. This may include a personal statement of degree or career objectives, standardized test scores, descriptions of courses you have previously completed, and letters of recommendation. If in doubt, please correspond directly with your major department and request that they provide you with information about specific admission requirements.

Entrance examinations

1. Test of English as a Foreign Language (TOEFL): We require each international applicant whose native language is not English to submit scores on both the Test of English as a Foreign Language (TOEFL) and on the Test of Written English (TWE). If you take the paper-based test, you should take it on a date when the TWE is administered. If you take the computer-based test, you must submit a score on the essay that you write at the time of the examination.

If you have earned a university degree within the last five years in a country where English is the native language, you are not required to submit TOEFL/TWE scores; however, this exemption is subject to review by the Admission Committee if there is reason to believe that your proficiency in English does not meet the required standard.

2. All applicants for the **MBA degree** and the **M.Acc. degree** are required to take the Graduate Management Admission Test.
3. All applicants for **Architecture, Computer Science, Ecology, Geology, Gerontology, History, Mass Communication, Microbiology, Paper Science and Engineering, Political Science, Psychology, Speech Communication, Speech Pathology and Audiology, and Zoology** are required to take the Graduate Record Examination.
4. All applicants for the **doctoral programs in Educational Leadership** are required to take the Miller Analogies Test. The MAT is administered by most college and university counseling centers.
5. All applicants for **Educational Psychology** are required to

take either the Graduate Record Examination or the Miller Analogies Test.

6. Applicants for other degree programs are not required to take entrance examinations if their academic records meet the standards for regular admission. However, if you have taken or plan to take the GRE or MAT, you are encouraged to submit your scores.
7. Some programs may require additional supporting documents. Read carefully the information sent to you by the department and send required materials directly to the department.

Miami's ETS code for TOEFL is 1463.

Personal copies of your score report are not acceptable. You must request official score reports to be sent by the testing agency.

Medical history

Before enrolling, all applicants from other countries must submit a completed Medical Form for International Students that includes the report of a recent tuberculosis skin test. Evidence of immunizations against rubeola/rubella (measles) and mumps must be recorded on this form.

Proof of financial support

If you intend to apply for nonimmigrant "F-1" Student status or "J-1" Exchange Visitor status, or you are currently in the U.S. and hold one of these visa categories, you are required to complete the Confidential Financial Statement in its entirety. The information on this form must be verified by a letter from your sponsor which details the exact amount in U.S. dollars and the duration of the financial support to be provided [(amount each year) for (number of years)]. This letter must be further documented by a statement from your bank or your sponsor's bank or other financial institution that indicates the amount of funds on deposit and the length of time the account has been active.

In addition, the sponsor's employer (if applicable) should provide a letter verifying that income from employment is adequate to provide the support that is promised. If you intend to transfer funds from your home country, it is important that you be familiar with current exchange control regulations and that you determine the amount in U.S. dollars that can be transferred to the U.S. in support of your studies at Miami University.

If dependents are to accompany you to Miami University, you must also provide documented evidence of their financial support. The estimated amount needed for a spouse is \$4,000 each year and \$2,000 each year for each dependent child. Include the name(s) and date(s) of birth of your dependent(s) in a separate letter and enclose this with your application for admission so that a visa document can be issued.

International students already in the U.S.

If you are currently in the U.S. at the time you file the application for admission, you are required to document your current visa status. You should provide a copy of your I-94 form and a copy of the I-20 form, DS2019 form, or I-797 notice of action form at the time you apply.

Programs and degrees

On your application (item 7) you must identify your program and the degree you intend to earn from the list below. Your application cannot be processed unless you have specified a degree and program that Miami University offers.

Accountancy (M.Acc.)	Economics (M.A.)	Paper science and engineering (M.S.)
* Adolescent education (M.A.T.)	Educational administration (Ed.D., Ph.D.)	Philosophy (M.A.)
Integrated English/language arts education (M.A.T.)	Educational leadership (M.Ed.)	Physics (M.S.)
Integrated math (M.A.T.)	Educational psychology (M.Ed.)	Political science (M.A., M.A.T., Ph.D.)
Integrated social studies (M.A.T.)	* Elementary education (M.Ed.)	Psychology (Ph.D.) (M.A. required step)
Earth science/chemistry (M.A.T.)	Elementary mathematics education (M.Ed.)	Reading education (M.Ed.)
Earth science/physics (M.A.T.)	English/composition and rhetoric (M.A., Ph.D.)	School psychology (M.S., Ed.S.)
Earth science education (M.A.T.)	English/creative writing (M.A.)	* Secondary education (M.Ed.)
Life science (M.A.T.)	English/literature (M.A., M.A.T., Ph.D.)	Secondary mathematics education (M.Ed.)
Life science/earth science (M.A.T.)	Environmental sciences (M.En.)	Spanish (M.A.)
Life science/physics (M.A.T.)	Exercise and health studies (M.S.E.H.S.)	Special education (M.A., M.Ed.)
Physical science (M.A.T.)	Family and child studies (M.S.)	Speech communication (M.A.)
Architecture (M.Arch.)	French (M.A.)	Speech pathology and audiology (M.A., M.S.)
Art (M.F.A.)	Geography (M.A.)	Sport studies (M.S.S.S.)
Art education (M.A.)	Geology (M.A., M.S., Ph.D.)	Statistics (M.S. Stat.)
Biological sciences (M.A.T.)	Gerontology (M.G.S., Ph.D.)	Technical and scientific communication (M.T.S.C.)
Botany (M.A., M.S., Ph.D.)	History (M.A., Ph.D.)	Theatre (M.A.)
Business administration (M.B.A.)	Mass communication (M.A.)	Zoology (M.A., M.S., Ph.D.)
Chemistry (M.S., Ph.D.)	Mathematics (M.A., M.A.T., M.S.)	
College student personnel (M.S.)	Microbiology (M.S., Ph.D.)	
Comparative religion (M.A.)	Music education (M.M.)	
Computer science (M.C.S.)	Music performance (M.M.)	
Curriculum and teacher leadership (M.Ed.)		

* various areas of concentration available

Enclose check or money order drawn on a U.S. bank for \$35, payable to: Miami University

Admission
International student application for admission to graduate study at Miami University

Please return to: The Graduate School, Miami University, Oxford, Ohio 45056, U.S.A.

Postmark deadlines:

For fall (first) semester admission:

Applicants in U.S., **Jan. 31.** All applicants outside U.S., see page 2 for departmental deadlines

For spring (second) semester admission:

All applicants, **Oct. 1.** (A Monday postmark is acceptable for a Sunday deadline.)

Status: Degree candidate Continuing non-degree status Transient student Yes No

Term: Fall (first) Spring (second) Summer Year _____

PLEASE PRINT NEATLY

1. _____
Family name Given name Middle name Previous name(s) if any

2. _____
Permanent mailing address: number and street, city, (state, postal code, if applicable) country

3. _____
Current mailing address, if different from permanent address: number and street, city, (state, postal code, if applicable) country

4. Period of time you will remain at your current address (until): _____
Note: You must notify the Graduate School immediately if your address changes.

5. _____
Date of birth (month, day, year) City and country of birth Country of citizenship

6. If you have a U.S. Social Security number, please enter it here. _____ - _____ - _____
Note: International students residing outside the U.S. must apply for a U.S. Social Security number after arrival.

7. What field do you intend to study? (see list on page 3 before answering this question)
Program of study: _____ Degree you wish to earn: _____

8. Home telephone number (Include country, city codes and if living in the U.S., area code.) _____
Fax number (if available) _____ e-mail (if available) _____

9. If you are in the U.S., indicate visa status: _____

10. If you are not in the U.S., indicate type of visa required: _____

DO NOT WRITE BELOW THIS LINE

CREDIT HOURS	PTS.	AVG.	PROPOSED STANDING
DEGREE			
LAST 4 SEMESTERS CREDIT HOURS DATE	PTS.	AVG.	

11. List in reverse chronological order (most recent first) and by level, all post-secondary institutions you have attended:

Name of school and location		Dates attended from month/year to month/year
Field of study	Name of diploma/degree earned	Date earned or to be awarded

Name of school and location		Dates attended from month/year to month/year
Field of study	Name of diploma/degree earned	Date earned or to be awarded

Name of school and location		Dates attended from month/year to month/year
Field of study	Name of diploma/degree earned	Date earned or to be awarded

12. Account for all the time you have not been enrolled in school (Example: employment, military service, travel, etc.). Attach a separate sheet with this information, if necessary.

Nature of activity _____ **Dates (from month/year to month/year)** _____

13. Indicate standardized tests taken and dates on which they were, or are expected to be, taken (see instructions).

TOEFL/TWE (Essay) _____ GMAT _____ GRE _____

Note: Official test scores must be sent to the Graduate School by the testing agency. (Miami University's ETS code is 1463.)

14. Sex: Female Male

15. Contact in case of emergency: _____ Phone: _____

Background Information (Required of all applicants)

Miami University is committed to maintaining a safe environment for all members of our community. All applicants must answer the following questions. An affirmative answer to either question does not automatically bar admission to the university, but does require review.

16. Have you ever been convicted of a criminal offense other than a minor traffic violation, or are such charges currently pending against you at this time? Yes No

17. Have you ever been dismissed, suspended, or placed on probation for nonacademic reasons by any college or university? Yes No

If you answer yes to either of the above questions, attach a statement of explanation.

Signature required

I hereby certify that the information given by me in this application is complete and accurate.

If my answer to any question is later rendered incorrect by subsequent events, I agree to immediately notify the Graduate School in writing.

Applicant's signature _____ Date signed _____

Current address _____

Application for Graduate Award

Financial aid is available only to students in a degree program. If you wish to apply for a financial award, return this form with your Application for Admission (see the Programs and Degrees page on the Graduate School website at **www.muohio.edu/graduate/programs/** for deadlines).

1. I am applying for a:

Teaching Associateship, or Graduate Assistantship, or Residence Hall Assistantship

in the Department or Office of _____

to begin _____
Month and year

2. Name _____
Last First Middle Previous, if any

3. Present Address _____

Telephone _____

4. Major G.P.A. _____ Overall G.P.A. _____ Graduate G.P.A. (if applicable) _____

5. List three faculty members or professional colleagues who know your qualifications for graduate study and from whom you will request letters of recommendation. Please have letters of recommendation sent directly to the major department.

Name	Position	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____



MIAMI UNIVERSITY
O X F O R D O H I O

Miami University does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, or veterans' status in its educational programs, activities, admissions, or employment policies as required by Title IX of the Education Amendment of 1972, Title VI and VII of the Civil Rights Act of 1964, sections 503 and 504 of the Rehabilitation Act of 1973, Executive Order 11246 and all its amendments, Americans With Disabilities Act, and Ohio Revised Code 4112.02. Any violations of this policy should be referred to the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056, 513-529-7157 (TTY accessible).