



MIAMI UNIVERSITY GRADUATE SCHOOL

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

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 Programs. 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
- Official test scores

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/TDD accessible)**



Questions?

The Graduate School

Miami University

Oxford, Ohio 45056

513-529-4125

Fax: 513-529-4127

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

E-mail: gradschool@muohio.edu

www.muohio.edu/graduateschool/

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

February 1

if you are applying for admission to programs in:

Architecture
Art
Art Education
English
Environmental Sciences
History
Mathematics and Statistics
Political Science
Psychology
Speech Pathology and Audiology
Zoology

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.
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, but 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 **Botany, Geology, Gerontology, History, Microbiology, Paper Science and Engineering, Political Science, Psychology, Systems Analysis, 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 has been signed by a physician and 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 which 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 which verifies 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 in the U.S. at the time you file the application for admission, you are required to document your current visa status. If enrolled as a student in a U.S. high school or at another American college or university, you must fill out and sign the Required Supplement for Applicants Now in the U.S. with Nonimmigrant Visas. Request the International Student Adviser at your current or most recently attended institution to complete either Part 3 or 4 of this form, whichever is appropriate, and return the form to the Office of International Programs, Miami University, Oxford, Ohio 45056.

Programs and degrees

On your application (item 12) 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.

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

* 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. Home telephone number (Include country and city codes. Include area code if living in the U.S.) _____
Fax number (if available) _____ e-mail (if available) _____
8. Sex: Female Male
9. Race or ethnic group
This is optional and is for federal reporting purposes. Discrimination based on race, religion, color, sex, national origin, disability, or age is forbidden on the campuses of Miami University. Falsification of this information constitutes misrepresentation of your admission application (see p. 5 "Signature required").
 American Indian or Alaskan Native Asian Black or African American Hispanic or Latino/a or Chicano/a Native Hawaiian or Pacific Islander White
Race and ethnic group are defined by the federal government as follows:
American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.
Hispanic or Latino/a or Chicano/a: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
10. If you are in the U.S., indicate visa status: _____
11. 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	PTS.	AVG.	DATE

12. What field do you intend to study? (see list on page 3 before answering this question)

Program of study: _____ Degree you wish to earn: _____

13. 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	Date earned or to be awarded
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14. 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)
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15. 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.)

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 by March 1 (or by Feb. 1 for the departments of Architecture, Art, Art Education, English, Environmental Sciences, History, Mathematics and Statistics, Political Science, Psychology, Speech Pathology and Audiology, and Zoology).

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
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_____	_____	_____
_____	_____	_____
_____	_____	_____



MIAMI UNIVERSITY

Miami University does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, or sexual orientation in its educational programs, activities, admission, 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 violation of this policy should be referred to the Department of Affirmative Action and Human Resource Development, Hanna House, Miami University, Oxford, Ohio 45056 (513) 529-7157 (TTY/TDD accessible).