International Student Admission Process and Requirements

Note: This document is an update of what is in the current CSU catalog.

Thank you for your interest in Central State University. This packet of information is meant to guide you through the application process. The first four pages provide instructions, and the last three are forms. Please feel free to contact us if you have any questions while completing the forms. The forms must be completed electronically, not by hand. In order for you to be considered for admission to Central State University, you must follow the instructions provided here. Once we receive all the required documents, we will review them and inform you about the admission decision as soon as possible.

1. **Official Application**
   The enclosed application form must be completed fully in English. It should be typewritten. All international students must apply as full-time students and must specify a major. In order to ensure full consideration for your application, it must be in our office by the following deadlines:
   - Fall Semester (starting in August)              May 15
   - Spring Semester (starting in January)          October 1
   - Summer Session (starting in May)               February 1

   When filling out the application, you should use your complete name and be consistent in its use. Please use the **same order** of your first name, middle name, and last name in all your correspondences with Central State University offices. Any inconsistency in name order could delay proper processing of your application. You must sign and date your application before mailing it.

2. **Application Fee**
   All applicants to Central State University are required to submit a nonrefundable application fee of $20 in US currency. Please make your check or money order payable to Central State University. The application fee will not be waived.

3. **Academic Records**
   **Official transcripts** from all high schools and universities previously or currently being attended should be included in your application. A high school **transcript** is a record of all the courses/subjects you have completed and the grades (marks) attained for each class. Official certificates of the general secondary school examinations administered by your country must also be submitted with your high school transcript and other documents.

   Photocopies of original documents must have the signature of the registrar and the seal must be original and separate from the photographic image. Attested or "true" copies are not acceptable. All documents not issued in English by the officials signing them must be accompanied by **notarized English translations**. All official documents must be received in our office by the stated deadline.
4. **Educational Data Record Form**

Educational systems differ from one country to another. Furthermore, some countries have more than one educational system. Please complete the form to show the educational system in your country and your personal academic history. Failure to submit this form may delay the processing of your application.

5. **English Language Proficiency Requirements**

It is essential that you, as an international applicant, be proficient in the English language. The ability to understand, speak, read, and write effectively in English is essential to a successful academic career. You are exempt from this requirement if your native (not official) language is English. English language proficiency is a university requirement that can be met through one of the following:

**A) TOEFL/IELTS/GCE/WAEC/CAE/ELS**

1. Meet the current score requirements on the Test of English as a Foreign Language (TOEFL): 500 (Paper-Based Exam), 173 (Computer-Based Exam), or 61 Internet-Based Exam. Only official test scores received directly from the testing authority ETS will be considered valid (www.ets.org).

2. Pass the IELTS (International English Language Testing System) with a minimum score of 5.5 (www.ielts.org).

3. Score a C (Pass) or better in English on the 'O' (Ordinary) Level of the General Certificate of Education Examination. Score must be no more than 2 years old.

4. Score a C (Pass) or better in English on the West African Examinations Council (WAEC). Score must be no more than 2 years old.

5. Score a C (Pass) or better on the Cambridge Certificate of Advanced English (CAE).

6. Successfully complete English language studies (Level 112) from any of the ELS Centers (www.els.com).

If you take the TOEFL, the IELTS, or the ELS, you must request that your scores or your grade be sent to the Office of Admissions at Central State University. Our school code is 3246. We recommend you take the test at the earliest possible date.

**B) The SAT (Scholastic Aptitude Test)**

A total score of 910 or higher (in verbal and math) is required, with the verbal section being at least 500.

- If the Verbal Score is 499 or lower, the student will be granted **Conditional Admission** for the fall semester and must take ESL courses and retake the TOEFL in order to meet the language requirement.

- If the Math score is 380 or lower, the student will be granted **Conditional Admission** for the fall semester and must take Developmental Math (MTH 0430).

**OR**

The **ACT** (American College Testing): 19 composite

**C) At least one full academic year in a United States college or high school provided that you meet these conditions:**

1. **College:** You have successfully completed 24 semester or 36 quarter credit hours (remedial courses not accepted).

2. **High School:** You have completed at least 12th grade schooling and passed the 12th grade English college prep unit (ESL courses not accepted). If you graduated from a U.S. high school, you are required to provide ACT or SAT scores.

3. **Transfer Student GPA = 2.0 cumulative**
6. Financial Support
Central State does not guarantee any kind of scholarship or financial assistance to international students. Therefore, students must show proof of financial support. Estimated expenses for academic year 2012-2013 are as follows:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$11,288</td>
</tr>
<tr>
<td>General Fees</td>
<td>$1,802</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$8,782</td>
</tr>
<tr>
<td>Miscellaneous (books, clothes, travel)</td>
<td>$1,800</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,672</strong></td>
</tr>
</tbody>
</table>

This total amount does not include travel expenses to and from the United States. It is based on two semesters of full-time enrollment. Even though summer school attendance is optional, students are encouraged to take classes in the summer in order to speed up their program completion. Tuition and fees must be paid at the time of registration for courses. Room and board charges are due at the beginning of each semester. There are no exceptions. Students must have adequate funds to cover all their expenses for each year of the degree program.

Students with a family should budget approximately $4,000 per year for the spouse and $2,000 per year for each child. Please note that tuition and fees are subject to change. Your first month in the United States demands more financial outlay than any other year. An additional $1,000 should be available to meet these expenses.

The financial forms are included with the application in this packet and are required before an I-20 (the form required to obtain an F-1 student visa) is issued. International students must complete a financial sponsorship form including bank verification of funds, the sponsor, the student (if he/she has personal funds), a relative, or organization/government – foreign or American.

7. Two Letters of Recommendation
Recommendation letters should be from faculty or administrators who are familiar with your academic and personal achievements.

Required Documents for Admission

1. Original high school transcript – one issued directly by the school, bearing an official seal, and accompanied by a notarized translation if the original is not in English
2. Original general examination certificate, including a notarized translation if the original is not in English
3. Transfer students only: an original college transcript accompanied by a notarized translation. The transcript should reflect the duration and number of hours for each course.
4. If transferring from a foreign university: A transcript evaluation form (with determined G.P.A.) from an accredited transcript evaluation agency in the United States
5. Financial Affidavit of Support (included in this packet)
6. Two letters of recommendation (from school teachers and/or administrators)
7. Application fee
8. TOEFL (or IELTS or ELS), SAT, or ACT scores (see previous page)
9. CSU I-20 Application Form (Student)

SUGGESTED INTERNATIONAL EDUCATIONAL CREDENTIAL EVALUATION AGENCIES:

World Educational Services Inc.
P.O. Box 745 Old Chelsea Station
New York, NY 10113-0745
Tel: +1-212-966-6311; Fax: +1-212-966-6395
Toll free: 800-937-3895; E-mail: info@wes.org
http://www.wes.org

American Association of Collegiate Registrars
& Admissions Officers
International Education Services
One Dupont Circle, NW, Suite #520
Washington DC 20036-1135
+1-202-296-3359; Fax: +1-202-822-3940;
E-mail: ies@aacrao.org; http://ies.aacrao.org

World Educational Services Inc.
P.O. Box 57206
Washington, DC 20037-7206
Tel: +1-202-331-2925; Fax: +1-202-331-2927
Toll free: 800-937-3897; E-mail: dc@wes.org

Association of International Credential Evaluators
P.O. Box 6756
Beverly Hills, CA 90212
Tel: +1-310-550-3305; Fax: +1-310-275-1606
E-mail: info@aice-eval.org
Central State University

Required Financial Support Documentation for International Applicants

This page is meant to assist you in completing the forms necessary for the issuance of a Form I-20 (Certificate of Eligibility). The estimated annual expenses are outlined in the International Student Admission Process and Requirements, #6 included in this packet. The estimated amount details the expenses you will have each year during your studies at Central State University. Before your I-20 can be issued, you must prove that you have the financial resources available to meet those expenses for each year of your enrollment. You can do that by completing the Financial Certification Form, which consists of two parts:
   
   A. Financial Certification Form (to be filled out by you, the student)
   
   B. 1. Sources of Support and Amounts (to be filled out by your sponsor and your (or your sponsor’s) bank

   OR

   2. Form I-134 (to be completed only by an eligible sponsor in the United States)

   Form: http://www.uscis.gov/files/form/i-134.pdf


Make sure that the two parts of the form are filled out completely and that they are notarized. You may attach any documents that help show your sources of support, including bank statements and letters of sponsor’s employment.

The Financial Certification Form is valid for six months for the purpose of issuing an I-20. Only original financial forms are accepted; faxed copies or photocopies are not accepted. Any financial documentation provided is the property of Central State University. We will not return the original to you. If you feel you need originals to apply for a visa, get two originals of the documents.

Mail all your financial documents directly to

   Central State University
   Office of Admissions
   P.O. Box 547
   Wilberforce, Ohio 45384
   USA
   Telephone: +1-937-376-6348
   Toll free (within the US): 1-800-388-2781