

STUDENT CHECKLIST FOR INDIVIDUAL USE

	DESCRIPTION	DATE SENT BY
1.	International Student Application for Admission	
2.	\$35 Regular Application Fee (<i>non-refundable</i>)	
3.	\$100 Administrative Processing Fee (<i>non-refundable</i>)	
4.	Financial Statement (Certification of Finances with ink signatures/seals)	
5.	Official Bank Statements proving personal and family funds (original ink signatures/stamps/seals)	
6.	Official Report from TOEFL or ELS Centers (required if English is not official national language/preferred for internationals)	
7.	Official Report from SAT or ACT (preferred from all internationals)	
8.	Official Academic Records from high schools/secondary schools (transcripts)	
9.	Official WES report (individual off-campus transcript evaluation)	
10.	National Exam Report (West African Examinations Council [WAEC]-encouraged for West African applicants)	
11.	OPTIONAL: I-134 form (if money to be received from USA sponsor other than MSU)	
12.	Immunization Records including measles, mumps, rubella and tuberculin (TB) results	
13.	Visa transfer (for international students transferring from another USA institution)	
14.	International Student Scholarship Application	
15.	Housing and board application	
16.	\$50 Housing Reservation Deposit	
17.	International Student Health Insurance fee (to be determined)	

An additional fee must be paid online after receipt of the I-20 and before entering the United States

18.	\$100 International SEVIS I-901 fee (www.fmjfee.com)	
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INTERNATIONAL STUDENT APPLICATION BOOKLET INSTRUCTIONS

For priority consideration, all completed certified true application materials must be submitted to Mayville State University's Admissions and Records Office by April 1 for fall semester enrollment and by October 1 for spring semester enrollment. Documents should be accompanied by official English translations if they appear in another language. Please read all information carefully and call us if you need better explanations of anything.

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION: form must be completed. Include the non-refundable regular state application fee of **\$35 USD** and **\$100 USD** administrative processing fee. Credit card payments can be made by calling our Business Office at 701-788-4757.

FINANCIAL STATEMENT/CERTIFICATION OF FINANCES: Evidence verifying adequate financial resources to provide for all expenses (tuition, books & supplies, room/board, travel, etc.) while in the United States and during the entire period of time you expect to attend Mayville State, including vacation periods, must be provided before admission is granted. **ONLY IF** funding is expected from a friend, family member or sponsor who resides in the United States, the Affidavit of Support (I-134) is also required. Athletic and International Scholarship information may be added here. Use the back of the form if necessary.

ENGLISH LANGUAGE PROFICIENCY: Students from countries where English is not the official language will be required to produce evidence of their English proficiency.

TOEFL: Mayville State University's code number for the TOEFL test is #6478. Students must score 525 (paper test) or 195 (computerized test) to be considered for admission. A written statement attesting to a student's English ability by an educational official in the home country may supplement our admissions decision, but will not be accepted as a substitute for English proficiency scores. You may obtain an application for testing by contacting:

TOEFL
Educational Testing Service
1800 K Street, N.W.
Washington, DC 20006
USA
Telephone: 202-659-0616 FAX: 202-659-8075 E-mail: DCO@ets.org Internet: www.toefl.org

ELS LANGUAGE CENTER: English Proficiency may also be met with a "Certificate of Completion Level 112 Masters' Level of the Intense Course in English as a Second Language" at an ELS Language Center. For more information view the web site at www.els.com or contact:

ELS Language Centers
400 Alexander Park
Princeton, NJ 08540
USA
Telephone: 609-750-3500 E-mail: info@els.com Internet: www.els.com

OFFICIAL TEST SCORES SAT/ACT/National Exam Reports: ACT (American College Test) or SAT (Scholastic Assessment Test) scores must be sent to MSU's Admissions and Records FROM ACT or SAT offices. National Exam reports* must be sent FROM your government's

educational office TO MSU's Admissions and Records. Photocopies from student are not acceptable.

*West African Examination Council reports are accepted with "Scratch Card" results sent via email from WAEC's web site www.waecdirect.org DIRECTLY to Mayville State's Admissions officer admit@mail.masu.nodak.edu .

OFFICIAL ACADEMIC CREDENTIALS/RECORDS/TRANSCRIPTS: Contact World Education Services (WES) for foreign academic credential evaluation application at www.wes.org online or at the address below. **W.E.S. Course by Course \$150** evaluation is required to be considered for admission. NOTE: DO NOT SEND THIS APPLICATION OR W.E.S. FEE TO MAYVILLE STATE UNIVERSITY.

World Education Services
PO Box 745
Old Chelsea Station
New York, NY 10113-0745
tel: 212-966-6311
800-937-3895
fax: 212-739-6139
internet: info@wes.org

IMMUNIZATION RECORDS: Health information is confidential and will be maintained on campus by the University Wellness Coordinator. Students' physical health information, immunization records and a negative tuberculin (TB) test report must be completed and signed in ink by medical doctors or authorized health care officials. All immunizations and TB test report must be completed within the first 30 days of attendance at Mayville State University or student may lose F-1 eligibility status.

INTERNATIONAL TRANSFERS FROM USA COLLEGES ONLY: SUPPLEMENTAL TRANSFER INFORMATION FORM: If the student is an international student transferring FROM a USA college TO Mayville State University, complete the Visa Transfer form with an adviser from the college. Follow directions closely.

INTERNATIONAL STUDENT SCHOLARSHIP REQUIREMENTS & POLICY: Preference given to international students, both freshmen and transfer students, with a cumulative grade point average of 2.50 on a 4.00 scale. International students wishing to apply for a scholarship must complete the *International Student Scholarship Application* and submit all required application materials or be a current student in good standing. If approved for scholarship, the approved amount will be deducted from the student's total tuition and fees payable for each academic term of study.

-Proven English proficiency

EXCEPTIONS:

-Canadian applicants

-Applicants from countries of residence whose official language is English.

-Transfer applicants from USA institutions will be considered on an individual basis.

-Proof of financial support (*Financial Statement/Certification of Finances* form)

-International Student Scholarship recipients must reside in campus housing during the academic year in which this scholarship is received.

-Scholarships are granted on an annual basis and are not automatically renewed. Recipients must be enrolled full time, must complete a Scholarship Application each year, maintain a minimum cumulative grade point average of 2.50, and be in good standing to be considered for a renewal of the scholarship.

HOUSING APPLICATION: Complete the Housing Application and send non-refundable deposit of \$50 USD to reserve a room. Room rates are based on a double room with a roommate. A single room costs approximately \$250 USD more per semester. BOARD (meal) PLAN: Rates based on 14 meals per week. If more or fewer meals are desired, meal plan can be changed within first two weeks of each semester.

INTERNATIONAL STUDENT HEALTH INSURANCE: All foreign international students are required to maintain health coverage while in attendance at any state university in North Dakota. The health policy selected by the State Board or Higher Education is required. The premium cost for twelve months is approximately \$865.00 US Dollars and must be pre-paid to the MSU Business Office prior to the first day of classes. Students who fail to pre-pay their health insurance premium will be cancelled from their classes and may be denied admission. Refunds will be granted only after official withdrawal from the university has occurred. Medical coverage information is available in the document "Health Insurance Information".

PLEASE READ AND UNDERSTAND THIS IMPORTANT INSTRUCTION: ALL documents must have an official signature in ink of the student, parent, or appropriate official of the institution (such as the registrar, general register, recorder of records, or headmaster of high school, university or polytechnic; physician, etc). Transcripts can be exact copies **certified by the appropriate institution's official with real ink signatures and real ink institutional seals/stamps are acceptable. Academic records (transcripts) and test scores must be sent FROM the institution directly TO Mayville State University, not from the student.** All school records (from schools attended between ages of approximately 14-18) should be included. **IMPORTANT:** all documents must be in English or be accompanied by certified English translations if they appear in a language other than English. See International Student Resources page for W.E.S. address for translations.

Note: Failure to list all colleges, universities, technical, polytechnic, proprietary or other schools attended beyond high school, whether or not credit was earned, may result in dismissal or loss of credit, or both.

INTERNATIONAL SEVIS I-901 FEE: All international students need to pay the SEVIS I-901 fee that was mandated by Congress. This I-901 fee is in addition to the institutional administrative processing fee. To pay this SEVIS I-901 fee, go online at www.fmjfee.com. Information from the I-20 is needed to fill out the I-901 form. **This fee must be paid after receipt of the I-20 and before entering the United States.**