

WAYNE STATE UNIVERSITY

International Application for Doctoral Admission

General Instructions for Applying to Ph.D. or Ed.D. programs

1. **Applicants should ensure that they meet the following University requirements for admission to a doctoral program:**
 - An earned baccalaureate degree from an accredited institution or a degree equivalent to a four-year U.S. baccalaureate from a college or university of recognized standing
 - A G.P.A. of 3.0 for the upper division of the undergraduate course work
 - An undergraduate major or specialized work in the proposed doctoral major field
 - Fulfillment of departmental requirements. Consult the **Directory of Doctoral Programs** for links to departmental web sites containing this information.
2. **International applicants must submit a non-refundable \$30.00 application processing fee with the application.** Please make check or money order payable to Wayne State University. Attach the check or money order to one of the two copies of the *International Application for Doctoral Admission* submitted. See next item for instructions concerning the Application.
3. **Applicants need to follow the following instructions for applying to doctoral programs:**
 - Applicants should submit two copies of the *International Application for Doctoral Admission* and two copies of their transcripts from all schools, colleges, or universities attended since high school. Unofficial transcripts are sufficient for initial submission of the application; however, official transcripts are necessary for admission to be approved.
 - Unofficial copies of test scores may also be initially submitted; however, official reports of scores are necessary for admission to be approved.
 - Applicants must submit TOEFL or MELAB scores, the statement of Financial Support and the Bank Statement.
 - Applicants should consult the **Directory of Doctoral Programs** for links to department or program web sites for additional information concerning admission requirements, documents needed for application, application deadlines, and program information.
 - Applicants should package the two copies of the *International Application for Doctoral Admission*, the two copies of the transcripts, and all other application materials together for submission in one envelope.
 - Applicants should submit ALL materials to the department or program to which they are applying. The **Directory of Doctoral Programs** provides links to department or program web sites for information concerning where the application should be sent.
4. The *International Application for Doctoral Admission* is to be used for Ph.D. and Ed.D. admission only.
5. **Admission is applicable only for the semester requested.** If an admitted student does not register for classes within the requested semester, a *Doctoral Renewal Application* must be completed.

6. **Requests to have application materials mailed should be made directly to departments or programs. Consult the Directory of Doctoral Programs for links to web sites containing contact information.**
7. **For inquiries on available institutional scholarships, please write to the Graduate School, Graduate Student Financial Assistance Information Office, 4302 Faculty/Administration Building, Wayne State University, Detroit, Michigan 48202, U.S.A. You may also contact them by phone at (313) 577-2172, by fax at (313) 577-2903, or by e-mail at ad1129@wayne.edu. For the most current information, visit the Graduate School's Web site at: <http://www.gradschool.wayne.edu>. For information on assistanships and fellowships contact the program to which you are applying.**

WSU Telephone Numbers

Area code is 313

Main Operator	577-2424
Accounts Receivable	577-7709
Admissions	577-3577
Campus Tours	577-3444
Child Care Referrals	577-4103
English Language Institute	577-2729
Financial Aid	577-3378
Graduate School	577-2170
Scholarships/Fellowships	577-2172
Educational Accessibility Services	577-1851
Housing	577-2116
International Students and Scholars	577-3422
Records	577-3531
Registration	577-3541
Testing and Evaluation	577-3400

Web site: <http://www.wayne.edu>

WAYNE STATE UNIVERSITY

International Application for Doctoral Admission

INSTRUCTIONS

This application is to be used only by students applying for doctoral programs. Renewal admission processes require separate applications. United States citizens living overseas are not to complete the *International Application for Doctoral Admission*. Use the *Application for Doctoral Admission*. All admission applications and supporting documents should be addressed to the program to which you are applying and submitted in one envelope.

Inquiries pertaining to United States Immigration and Naturalization Services, U.S. Border Crossing restrictions, health insurance, or employment on campus should be addressed to the Office of International Students and Scholars (OISS), 598 Student Center, Detroit, Michigan 48202, U.S.A. You may also contact the OISS by phone at (313) 577-3422, by fax at (313) 577-2962 or at the following Internet address: <http://www.iso.wayne.edu/iso/index.htm>

- International applicants must complete two copies of the *International Application for Doctoral Admission*.
- Attach a check or money order for the nonrefundable \$30 (U.S. funds) application fee to one of the two copies of the application. Make checks payable to: **Wayne State University**. Cash is not accepted.
- To be considered for doctoral admission, applicants must complete the equivalent of a U.S. four-year baccalaureate degree, including all state and external/internal examinations required for the degree/diploma. Although a degree in another country may have a similar name to a degree in the United States this does not necessarily indicate the degree can be accepted as equivalent. For example: **three-year general degrees (from Canada, India/Pakistan, France, etc.) are not acceptable for graduate admission to Wayne State University. In all cases, applicants must complete a four-year Honours degree, or other alternative undergraduate requirements, in order to be considered for admission to graduate school at Wayne State University.** Students transferring from other colleges or universities must submit their official transcripts, mark sheets, or other appropriate records of all university/college-level coursework. The recording of grades from one or more colleges or universities on the transcript of another institution does not meet this requirement. The information you furnish should be complete because additional correspondence will delay the processing of your application. Two copies of all transcripts are required.
- The student must have sufficient proficiency in English. Please refer to the **English Proficiency Requirements** section below for clarification.
- Prospective students must present official financial support statements showing your sponsor's willingness and ability to pay for tuition, registration fees, books and supplies, and living expenses (if applicable) for the anticipated study period at Wayne State University (typically two to four years).

VERIFICATION OF DEGREES

Official documents must show the degree title and the date of award. If the applicant is presently a candidate for a degree, no final admission decision can be made until the transcript with a degree statement is received by Wayne State University. Until a transcript with a degree statement is available, admission can be made on a temporary basis.

It is also necessary that transcripts or mark sheets of ALL university-level grades be sent by the issuing institution to Wayne State University. The transcript must show a record of subjects taken, grades, and degrees earned. The units or credits earned for each course should also be listed. It is **not** necessary to submit secondary school records. All documents should be submitted in English and in the native language (if applicable).

ENGLISH PROFICIENCY REQUIREMENTS

All applicants are required to submit evidence of proficiency in English to the program to which you are applying. A minimum score of 550 is required on the Test of English as a Foreign Language (TOEFL), or a score of 85 is required on the Michigan English Language Assessment Battery (MELAB). If taking the computer-based TOEFL, a minimum score of 213 is required. The TOEFL Bulletin of Information and Registration form is available at many U.S. embassies, consulates and USIA offices. If not available from these sources write to: TOEFL, P.O. Box 6155, Princeton, New Jersey 08541-6155 U.S.A. For information about the MELAB, please contact the University of Michigan at (734) 764-2416.

The following applicants are exempt from taking the Test of English as a Foreign Language (TOEFL) or Michigan English Language Assessment Battery (MELAB) test:

- International students whose native language is English.
- Applicants who have completed all their secondary or post-secondary education in the United States, Canada, or other English speaking countries such as the United Kingdom, the West Indies, and other countries specified by the Wayne State University Office of University Admissions.

Note that applicants whose native language is not English, but who have been instructed in the English language, are not exempt from the TOEFL/MELAB requirements.

APPLICANTS SEEKING TEACHING ASSISTANTSHIPS

Applicants who wish to apply for Research or Teaching Assistantships should contact the department to which they are applying.

Applicants applying for assistantships must also demonstrate acceptable skills in spoken English. Such applicants should take the Test of Spoken English (TSE) offered at TOEFL test centers. Test results should be sent by the Educational Testing Service to the Wayne State University academic department to which you are applying. For information about the test, write to: Test of Spoken English, P.O. Box 2882, Princeton, NJ

08541-2882 U.S.A. If the TSE cannot be taken, it is recommended that the applicant correspond with the department from which financial support is requested.

APPLICATION FILING DATES

Wayne State University will make every effort to process your application in time for the semester of your choice. However, we have developed the deadline dates shown below which will ensure a decision before the semester starts. Unless your application and all supporting materials are received by the date indicated, we may not have time to consider you for the desired term. In addition, **several programs have firm deadlines which are earlier than those listed. Check with the program to which you are applying.** Please note that this application is only applicable for the semester you indicate. If you do not register for classes for that semester, you must complete a *Doctoral Renewal Application* for the next consecutive semester.

Semester:	Apply Before:	Classes Begin:
Fall	May 1	Early September*
Winter	September 1	Early January
Spring /Summer	January 2	Early May

*Many departments have earlier deadlines.

OTHER REQUIREMENTS

Many departments require other tests (i.e., GRE, GMAT) or additional materials such as letters of recommendation. Consult the **Directory of Doctoral Programs** to which you are applying for additional requirements. Failure to satisfy these requirements will delay a final admission decision or may result in the rejection of the application.

COPIES OF DOCUMENTS

Photocopies of original documents must bear the signature of the registrar and the seal of the issuing institution — the signature and seal must be original and separate from the photographic image. Attested or “true” copies are acceptable only if certified by signature and seal of an administrative official of the school in which the studies were completed. Additionally, documents may be attested by the embassy or consulate located in the country from which the student is applying. Two copies of all transcripts are required

NON-UNIVERSITY EVALUATION AGENCIES

It is recommended, but not required, that applicants with credentials from countries outside of North America submit transcripts or mark sheets to evaluation agencies. You may send your academic credentials to the Education Credential Evaluators (ECE) for evaluation and to determine degree equivalency. Contact ECE at P.O. Box 92970, Milwaukee, WI 53202-0970, U.S.A., by phone at (414) 289-3400, or via the Internet at www.ece.org. For additional evaluation agencies, such as World Educational Services (WES) or the American Education Research Corporation (AERC), you may contact the International Graduate Admissions Counselor: requestinfo@wayne.edu

FINANCIAL DOCUMENTATION OF SUPPORT

International students must provide official financial support statements documenting the sponsor's willingness to pay for tuition, registration fees, books and supplies, and living expenses (if applicable) for the duration of the anticipated study period at Wayne State (usually four years).

You or your sponsor's ability to provide the needed funds must be verified by a third party, such as a bank. You may use the bank

statement included in this booklet, or you may request a letter from your sponsor's bank indicating the name of the bank, the account number, account holder's signature, and bank official's signature. These documents are required for the student F-1 or J-1 visa petition at the American embassy or consulate in the home country. It is advised that students request two original copies of financial documents: one for the visa application and one for Wayne State University.

REGISTRATION PROCEDURES

If admitted, the student will receive a Certificate of Eligibility (I-20 or IAP-66) with the official letter of admission. This certificate is required to apply for a student visa from the U.S. embassy or consulate. The applicant should not leave the home country before receiving official notification of admission from the Office of University Admissions. Once your student visa is approved and you have entered the U.S., it is imperative that you contact the Office of International Students and Scholars (OISS) at (313) 577-3422. You must present your I-20 or IAP-66 to the OISS in order to finalize your transfer or entry. Failure to do so may affect your student status in the U.S. and will prevent you from registering for classes in the semester following your entry. If you misplace your Form I-20, please contact OISS for a duplicate copy.

HOUSING

Wayne State University apartments are conveniently located within walking distance from the main campus. For more information, please contact the Wayne State Housing Authority at (313) 577-2116 for a preliminary housing application. You may also visit the housing Web site at <http://www.wsuhousing.com> for additional information.