

FITCHBURG STATE COLLEGE

APPLICATION FOR INTERNATIONAL ADMISSION

Applying To Fitchburg State College: A Guide For International Students

Thank you for your interest in Fitchburg State College. This guide has been developed to assist you with the process of applying to the College. Please carefully review the information provided. It is your responsibility to meet all deadlines and follow all admission procedures. Failure to do so may result in denial of admission.

Frequently Asked Questions

Who should use this guide?

All applicants to Fitchburg State's undergraduate and graduate programs who are not U.S. citizens or permanent residents should use this guide. Please note that the U.S. Bureau of Citizenship and Immigration Services (BCIS) permits students who hold an F-1 or J-1 visa to register for courses. If you are in the United States on another type of visa, please check with our Office of International Education at (978) 665-3089 before registering for a class to determine your eligibility. Permanent residents or U.S. citizens with international credentials should contact the Admissions Office at (800) 705-9692 to assess the need for supplemental information.

Who should I contact if I have a question?

Questions about the admission process should be directed to the Office of Admissions, (800) 705-9692 or admissions@fsc.edu. Questions about specific international application related issues should be directed to the Office of International Education, (978) 665-3089 or cmobrien@fsc.edu.

What are the application deadlines for international students?

International applicants should **complete** their applications by the deadlines listed below. Fitchburg State College cannot guarantee that students completing applications after the published deadline will receive an admission decision in time to process visa requests. Accordingly, late applications may be considered for a later semester at the discretion of the Admissions Committee. If you are not currently in the United States, it may take several weeks to get an appointment at the consulate in order to secure a visa, therefore, you should complete your application process as early as possible. On average, applicants receive an admission decision four to six weeks from the date their application file becomes complete.

Entry Term	Freshman	Transfer	Graduate
Fall	March 1	April 15	August 15
Spring	December 1	December 1	January 1

Is on-campus housing available for international students?

Only full-time, undergraduate, day students may apply for on-campus housing. At this time, on-campus housing is not available for graduate students. The Office of International Education can provide suggestions for off-campus housing options, however.

How much does it cost to attend Fitchburg State College?

For the 2006–2007 academic year, costs for undergraduate students are estimated to be \$19,846, and for graduate students \$12,230. These costs include tuition, fees, living expenses, health insurance, and books. For more details regarding costs, please visit our web site at <http://www.fsc.edu/intled/prosp/index.html>.

Application Mailing Address

The application and all supporting documents should be sent to:

Office of Admissions
Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420

Undergraduate Application Checklist for International Students

- Undergraduate Application** for Admission.
On-line application is available at <http://www.fsc.edu/admissions/>.
- Supplemental Admission Application** for International Students (see page 7 of this guide).
- Application fee** (\$40 non-refundable). Do not send cash. Checks or money orders payable to *Fitchburg State College* must be in US currency. Please print applicant's first and last name on the check or money order. (If you use the on-line application, the fee is \$10.)
- Official transcripts** from *all* secondary schools and colleges attended.
 - Fitchburg State College accepts only **official** transcripts that are signed and stamped.
(If the seal on the envelope is not intact, the transcript will **NOT** be accepted)
 - All international students **must** have their foreign transcripts evaluated.
(For evaluation of your transcripts, go to the Center for Educational Documentation website: <http://www.cedevaluations.com>)
 - If your transcripts are not in English, they **must** be translated.
(If you need to translate your transcripts to English, please go to the International Documentation Center website: <http://www.eurasiacom.com>)
- Official SAT and/or ACT test scores.** Fitchburg State College code is 3518. Applicants who have been out of high school for more than three years or who have 12 or more transferable college credits are not required to submit test scores.
- Test of English as a Foreign Language (TOEFL).** This test is required of all international applicants with the exception of those who have earned a high school, associate's, bachelor's, or master's degree from an institution in the United States OR applicants from Great Britain, Ireland, Australia, or Canada. The minimum passing test score is 550 (paper-based test) and 213 (computer-based test). Official score results must be sent from the testing agency to the Office of Admissions and must be dated within the past five years. For more information about the TOEFL test please visit <http://www.toefl.org>.
- Application essay.** (See Section IX of the Undergraduate Application.)
- Financial and Immigration Documentation.** If you plan to study at Fitchburg State College under an F-1 or J-1 visa status, you must submit the appropriate financial and immigration documentation with your application for admission. Please refer to page 5 of this guide or our website at www.fsc.edu/intled for more details.
 - Supplemental Admissions Application/Certificate of Finances form (Page 7).
 - Financial Verification Documentation. Please refer to page 4-5 of this guide or www.fsc.edu/intled for more details.
 - Photocopies of all previous I-20s (front and back) if you are currently in the U.S. in F-1 status.
 - Photocopies of your passport, visa, and I-94 (front and back) if you are currently in the United States.
- OPTIONAL: Letters of recommendation.** The Admissions Committee encourages applicants to submit letters of recommendation from guidance counselors, teachers, and/or employers.
- OPTIONAL: Film/Video Production applicants ONLY** may also submit **ONE** of the following:
 1. A one to two page statement that addresses previous experience in the field and your career goals.
 2. A personal interview with Admissions.
 3. An original script or storyboards. Please submit no more than 5 pages of a script and no more than 5 storyboards (8" x 10").
 4. Original film or video (VHS cassette or DVD format—no more than 10 minutes).
 5. Slides of original artwork (no more than 10).
- Leadership Academy Honors Program ONLY**—open to freshmen only. In addition to the requirements listed above, students who wish to be considered for the Leadership Academy must submit **ALL** of the following:
 - Letter of recommendation from an individual in a position to evaluate your leadership abilities or potential for leadership.
 - The appropriate application essay (see Section IX of the Undergraduate Application).

Graduate Application Checklist for International Students

- Graduate Application for Admission.**
On-line application is available at <http://www.fsc.edu/admissions/>.
- Supplemental Admission Application** for International Students (see page 7 of this guide).
- Application fee** (\$50 non-refundable). Checks or money orders payable to *Fitchburg State College* must be in US currency. Please print applicant's first and last name on the check or money order.
- Official transcripts** from all colleges and universities attended, including the institution from which you received your baccalaureate degree.
 - The college accepts only **official** transcripts that are signed and stamped.
(If the seal on the envelope is not intact, the transcript will NOT be accepted)
 - All international students **must** have their foreign transcripts evaluated.
(For evaluation of your transcripts, go to the Center for Educational Documentation website: <http://www.cedevaluations.com>)
 - If your transcripts are not in English, they **must** be translated.
(If you need to translate your transcripts to English, please go to the International Documentation Center website: <http://www.eurasiacom.com>)
- Standardized Test Scores.** All master's degree programs require the official results from one of the three following tests: the Graduate Management Admissions Test (GMAT), the Graduate Record Examination (GRE) or the Miller's Analogies Test (MAT). Please refer to the list below for the appropriate test. Test scores are not required for applicants to certificate or CAGS programs.
 - **GMAT** is required for all applicants to the MBA program.
 - **GRE** is required for all applicants to the MA or MAT in Biology, MEd in Science Education, and MS in Computer Science.
 - **GRE or MAT** is required for all applicants to MA or MAT in English or History, all MEd programs (except Science Education), and MS in Applied Communication, Counseling, Criminal Justice, and Nursing.
- Test of English as a Foreign Language (TOEFL).** This test is required of all international applicants with the exception of those who have earned a high school, associate's, bachelor's, or master's degree from an institution in the United States OR applicants from Great Britain, Ireland, Australia, or Canada. The minimum passing test score is 550 (paper-based test) and 213 (computer-based test). Official score results must be sent from the testing agency to the Graduate Admissions Office and must be dated within the past five years. For more information about the TOEFL test please visit <http://www.toefl.org>
- Financial and Immigration Documentation.** If you plan to study at Fitchburg State College under an F-1 or J-1 visa status, you must submit the appropriate financial and immigration documentation with your application for admission. Please refer to this guide or our website at www.fsc.edu/intled for more details.
 - Supplemental Admissions Application/Certificate of Finances form (Page 7).
 - Financial Verification Documentation. Please refer to pages 4-5 of this guide or www.fsc.edu/intled for more details.
 - Photocopies of all previous I-20s (front and back) if you are currently in the U.S. in F-1 status.
 - Photocopies of your passport, visa, and I-94 (front and back) if you are currently in the United States.

IMPORTANT: There are additional requirements for applicants to Teacher Preparation, MAT, MEd, and CAGS in Education programs, as well as the MS in School Guidance Counseling programs. (If you are applying to a degree program that does not lead to a Massachusetts Teaching License, such as the MEd in Science Education or Secondary Education, you are not required to submit the two items listed below).

Application Mailing Address

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Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420

- Three Letters of Recommendation** from individuals under whom the applicant has studied and/or under whose supervision he/she has worked in a professional capacity. Please use the Letter of Recommendation forms provided in the Graduate Application for Admission or submit the narrative portion of the recommendation on institutional letterhead. All letters of recommendation must be mailed by the author directly to the Graduate Admissions Office.
- A professional resume.**
- A personal statement.** Required ONLY for applicants to certificate programs in Adolescent and Family Therapy, Child Protective Services, Forensic Nursing, and Substance Abuse Services; MEd in Arts Education, and MS in Counseling and Nursing.
- A writing sample.** Required ONLY for applicants to the MA in History.
- A copy of current U.S. RN license** required ONLY for applicants to the MS in Nursing.
- Passing scores for the Communications and Literacy subtests of the Massachusetts Tests for Educator Licensure (MTEL) are required for all applicants to graduate and certificate programs leading to initial licensure to teach in the state of Massachusetts. MTEL Communication and Literacy results are also required of all applicants to the CAGS Educational Leadership and Management: School Principal or Supervisor/Director. Note: Subject area MTEL test(s) must be completed prior to student teaching.
- Copy of initial teaching license for applicants to programs leading to professional licensure.

Requirements for Financial Support at Fitchburg State College

In order for an F-1 or J-1 international student's application file to be complete, you must submit proof of financial support. Your I-20 can only be issued when you have submitted the required financial documentation.

Your Certificate of Finances and supporting documentation must reflect that you have enough funds to cover at least the first year of your education at Fitchburg State College.

COSTS* (U.S. DOLLARS)

Refer to the International Education website at www.fsc.edu/intled for current costs.

Costs for graduate students:

Tuition and Fees	\$4,230
Living Expenses	\$5,500
Health Insurance and Books	\$2,500
Total (U.S. Funds)	\$12,230

Costs for undergraduate students:

Tuition and Fees	\$11,082
Living Expenses	\$6,264
Health Insurance and Books	\$2,500
Total (U.S. Funds)	\$19,846

There are a number of sources of funds, including personal/family savings, sponsors/relatives, scholarships and loans. Each source of funds requires specific documentation as listed on the Certificate of Finances form.

Please review the following information in order to verify that you have included the appropriate documentation.

**Subject to change.*

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The application and all supporting documents should be sent to:

Office of Admissions
Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420

SOURCES OF FUNDS

- Bank Letter**
 - The bank letter must be original and on the letterhead of the bank.
 - Each letter must bear either the bank seal OR be certified by a notary public.
 - Each letter must be dated within 12 months of the first date of attendance at Fitchburg State College.
 - This letter must indicate the name of the account holder and the amount of money in the account, in U.S. dollars.
- Letter of Support**
 - Sponsor must submit either the Fitchburg State College Affidavit of Support form (page 6 of this guide), the INS Form I-134 or a notarized letter indicating the name of the student being sponsored and exactly what expenses the sponsor will be responsible for (tuition, fees, living expenses, etc.).
 - The notarized letter or form must be dated within 12 months of the student's start date at Fitchburg State College.
 - The notarized letter or form must be accompanied by an official letter from the sponsor's bank indicating the amount of money in the account in U.S. Dollars. The letter must be on bank letterhead, notarized and dated within 12 months of the student's start date at Fitchburg State College.
- Loan Approval Letter**

Official letter from the financial institution indicating both the amount and the approval of the loan.
- Official Award Letter**
 - This must be a letter from the institution awarding the scholarship.
 - This letter should contain the name of the applicant, beginning & ending dates of the award, and the amount of money available for each year of study.

SAMPLE BANK LETTER

स्टेट बैंक ऑफ़ हैदराबाद
(भारतीय बैंक का सहयोगी बैंक)
STATE BANK OF HYDERABAD
(Associate of State Bank of India) State Bank of Hyderabad,
HYDERABAD, STATE / Branch

9. WL / H.O. 1627

क्र. / No. दिनांक / Date **15 MAY 2004**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. **Sample Student Sponsor**, is maintaining an account with us, S.D. Account Bearing No. **00000000** & date of Account opening is **01/06/04**. The present balance in his account is Rs. 17,82,575/- (Rupees Seventeen Lakhs Eighty Two Thousand Five Hundred and Seventy Five only) which is equivalent to US\$ 39,612-00 (Rupees Thirty Nine Thousand Six Hundred and Twelve only)

This certificate is issued at the request of the account Holder.

ATTESTED
NOTARY
G. CHAKRAPANI, B.A., U.B.,
A.D.V.K.-7E
Appointed by Govt. of A.P.,
3-3-721, Muliyar Patti,
MUNGUDA, HYDERABAD, A.P.

15 MAY 2004

FITCHBURG STATE COLLEGE

AFFIDAVIT OF SUPPORT FORM

Submit completed form to
Office of Admissions
Fitchburg State College
160 Pearl Street, Fitchburg, MA 01420

International students or their sponsors must provide evidence of sufficient funds available to support the first year of study at Fitchburg State College. If a student is receiving funding from a sponsor, this affidavit of support must be signed by the sponsor and notarized. The sponsor must also submit a notarized letter from his/her bank, on bank letterhead reflecting sufficient funds to meet first-year financial obligations. (Refer to page 5 for more details.)

Please Print

I, _____, who resides at
Sponsor's Name

Sponsor's Address

Sponsor's Telephone

being duly sworn, depose and say that it is my intention to support _____
Name of Student

who resides at: _____
Student's Home Country Complete Address

and comes to the United States to study at Fitchburg State College and reside at (U.S. address, if known).

I am willing and able to maintain and support the prospective student. This affidavit is made by me for the purpose of assuring the college that the student I am sponsoring will have sufficient funds to cover tuition, fees, and living expenses during his/her course of study in the United States.

Signature of Sponsor

Date

Signature and statement signed and sworn before me

Signature of Notary Public

Address, Location

Affix Stamp or Seal

Date

An original official bank letter verifying sponsor's financial account information must be attached. These documents will not be returned. We suggest that you request an additional copy to submit to the U.S. Embassy or Consulate with your visa application.

FITCHBURG STATE COLLEGE

I-20 INFORMATION SHEET

Please type or print in ink.

Complete both sides of this application form and mail it to the Admissions Office, along with the appropriate application for admission. This information will be used to create your I-20 if you are accepted.

Please print in ink or type.

SECTION I. PERSONAL INFORMATION

Last Name (Family name as it appears on your passport) First Name Middle Initial

U. S. Address (If you are currently in the U. S.) Home Country Address

City/State/Zip

City/Province or Territory/Country/Postal Code

Home Telephone:

Work or Cell Telephone:

Email Address:

Gender (optional): Date of Birth (optional):

Male Female

Month: ____ Day: ____ Year: ____

Country of Citizenship:

Country of Birth:

If you are currently in the United States what is your visa status?

F1 F2 J1 J2 B1 B2 H1 H4 Other: _____

What visa status do you plan to hold while studying at Fitchburg State College?

F1 F2 J1 J2 B1 B2 H1 H4 Other: _____

SECTION II. FINANCIAL INFORMATION

If you plan to study at Fitchburg State College under an F1 or J1 visa status, you must complete this section. All other applicants do not need to provide the information below.

Source of Funds	Amount	Verification Required (Refer to page 4 for details)
Personal Savings Name of Bank: _____ Name of Account Holder: _____	\$	Letter from the bank on bank letterhead indicating amount in account in U.S. dollars. Must be notarized or have bank seal.
Family/Relative/Sponsor Name: _____ Name: _____	\$	Letter from your sponsor's bank on bank letterhead indicating amount in account in U.S. dollars. Must be notarized or have bank seal. Notarized letter of support from your sponsor or completion of form on Page 6.
Scholarship/Loan Awarded by: _____	\$	Official award letter Loan approval letter
Total in US Dollars	\$	

I hereby certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission.

Signature: _____ Date: _____