**International Applicants - Required Documentation**

**to be submitted to the Office of Admissions**

***[PLEASE NOTE: Student must have a******paid application in SIS.]***

□ ***Electronic* Recommended Action Form with two signatures for**

**GAMS users.**

* Signature of Department Head, Committee, or Graduate Program Director.
* Signature of Dean.

□ **Degree Granting Transcript and Diploma – Original Language.**

* Transcripts and diplomas are considered official if they are sent directly from the institution in a sealed envelope, and/or if the student brings them into the office in a sealed envelope from the institution.
* Students who apply prior to completing their degrees should submit an official transcript to date. An official final transcript and diploma will be required after the degree has been conferred.
* *Important:* Please note that the *envelopes* in which the applicants’ transcripts and diplomas were contained *must be sent* to the Office of Admissions along with the documents.
* If a degree waiver is required, the department must submit a waiver request to Dean Jeitschko (approvals@grd.msu.edu), and the approved waiver sent to the Office of Admissions with the required documentation on this checklist.

□ **English Translations of Transcript and Diploma** *(with envelopes).*

□ **Test Scores or English Language Proficiency** **Waiver.**

* TOEFL scores must be sent to MSU electronically by ETS.
* IELTS (International English Language Testing System) and other English proficiency test scores can be submitted via hardcopy as long as the original document is sent directly from the testing agency. Hardcopies of IELTS*scores* **and** *envelopes* should be saved and forwarded to the Admissions Office.
* If there are no test scores in SIS, or if the student’s test scores are below the requirement for provisional admission, the department must submit an **English Language Proficiency Waiver** **Request** to the Dean of the Graduate School for approval. The approved waiver should be submitted with the required documentation on this checklist. See <https://grad.msu.edu/fsresources/graduatesecretary> for English language competency information, including the waiver procedure.
* Some automatic English proficiency waivers may be granted by the Office of Admissions. Please refer to the URL above for details.
* Test scores are valid for up to two years prior to the start of the enrollment semester.

□ **Affidavit of Support.**

* Must be the signature of the sponsor.
* Dollar amount must meet the current I-20 funding requirement.
* The form is valid for up to a year prior to the start of the enrollment semester.

□ **Financial Proof – Bank Statement.**

* The account holder’s name must be in English.
* The account holder’s name must match the sponsor’s name on the Affidavit of Support.
* The dollar amount on the account holder’s statement must meet the current I-20 funding requirement.
* The bank statement is valid for up to a year prior to the start of the enrollment semester.

*Office of Admissions 1.29.20*