

Additional Requirements for Undergraduate & Graduate International Students

IN ADDITION to the application credentials required for all undergraduate and graduate students—outlined in the application for admission checklists—undergraduate and graduate international student applicants must submit the following:

Official transcripts from all secondary schools and universities attended

- All documents must be official—signed and stamped. If the seal on the envelope is not intact, the document will NOT be accepted.
- All documents written in a foreign language must be accompanied by a notarized English translation. Please note that both the original and translated documents must be submitted. Translation services may be found at the International Documentation Center website: www.eurasiacom.com.
- For **UNDERGRADUATE** applicants: All international students must have a Course-by-Course evaluation completed of their foreign transcripts which identifies and describes each diploma or certificate, indicates periods of education, provides an equivalency for each document and lists all courses (subjects) with U.S. semester credits and a GPA (Grade Point Average) on a 4.0 scale.
- For **GRADUATE** applicants: All international students must have a general evaluation completed of their foreign transcripts which identifies and describes each diploma or certificate, indicates periods of education and provides a U.S. equivalency for each document. International Graduate applicants must have completed the equivalent of a U.S. Bachelor's degree or university-level degree program.

Following are some suggested organizations that provide foreign credential evaluation services:

The Center for Educational Documentation: www.cedevaluations.com

The World Education Services website: www.wes.org

Educational Credential Evaluators: www.ece.org

Test of English as a Foreign Language (TOEFL) results—Fitchburg State University code is 3518

Required if your first language or primary language spoken is not English, with the following exceptions:

- If you have earned a secondary school, associate's, bachelor's or master's degree from a college/university in the United States or another English speaking country
- If you are from Great Britain, Ireland, Australia, Canada, Guyana, New Zealand, or an English speaking country of the Caribbean.

The minimum passing score is:

- TOEFL PBT (paper-based) 550
- TOEFL iBT (internet-based)..... 79

Financial and Immigration Documentation. If you plan to study at Fitchburg State University under an F-1 visa, you must submit the appropriate financial and immigration documentation with your application for admission:

- I-20 Information Sheet—see page 5
- Affidavit of Financial Support—see page 7
- Photocopies of all previous I-20s (front and back) if you are currently in the United States under F-1 status
- Photocopies of your passport, visa and Arrival and Departure Record, Form I-94 (front and back) if you are currently in the United States
- A supplemental application processing fee of \$25.00 (USD) is required for all international applications. Please forward a check or money order in the amount of \$25.00 (USD) payable to Fitchburg State University to the Admissions Office, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420-2697. Please enclose a note with your name, address and the semester for which you are applying along with your supplemental fee.

MAILING ADDRESS

The application and all supporting documents should be sent to:
Admissions Office, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420

Requirements for Financial Support at Fitchburg State University

Since you and your family or sponsors must assume all responsibility for your student expenses while attending Fitchburg State University, you must submit evidence of financial support as part of your application for admission. This information is required to complete the I-20 Form (Certificate of Eligibility for Non immigrant Student Status) for F-1 student visa status. Your I-20 can only be issued if you have been offered admission and have submitted the required financial documentation.

Your I-20 Information Sheet and supporting documentation must reflect that you have enough funds to cover at least the first year of your education at Fitchburg State University.

COSTS* (U.S. DOLLARS)

Costs for Graduate Students

Tuition and Fees	\$4,986
Living Expenses	\$7,500
Health Insurance and Books.....	\$2,500
Total (U.S. Funds).....	\$14,986

Costs for Undergraduate Students

Tuition and Fees	\$14,380
Living Expenses	\$7,500
Health Insurance and Books.....	\$2,500
Total (U.S. Funds).....	\$24,380

*Costs are estimated and subject to change. Please refer to the International Education website at www.fitchburgstate.edu/intled for current costs.

SOURCES OF FUNDS

There are a number of sources of funds, including personal/family savings, sponsors/relatives, scholarships and loans. Please review the following information in order to verify that you have included the appropriate documentation.

Each source of funds requires specific documentation as listed below:

- Bank Letter** (See sample bank letter on page 4 of this supplement.)
 - 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 University.
 - 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 University Affidavit of Support form (page 7 of this guide), the USCIS Form I-134 or a notarized letter indicating the name of the student being sponsored and the expenses for which the sponsor will be responsible (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 University. (Please note: letters bearing the name(s) of another college or university will not be accepted.)
 - 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 University.

- Loan Approval Letter**

Official letter from the financial institution indicating both the amount and the approval of the loan.

- Official Scholarship Award Letter**
 - This must be a letter from the institution or organization 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.

Below is a sample of an original bank letter. Individual institutions may present the required information in a different format. This sample is intended to show the information we require for an official bank letter.

 स्टेट बैंक ऑफ हैदराबाद
(भारतीय बैंक का सहयोगी बैंक)
STATE BANK OF HYDERABAD
(Associate of State Bank of India) प्र. का. / H.O. 1627


State Bank of Hyderabad,
SHAMSHABAD. शाखा / Branch


क्र. / No. दिनांक / Date _____


TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. **Sample Student Sponsor**, is maintaining an account with us, S.B. Account Bearing No. **000000000** & date of Account opening is **01/06/12**. 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**
G. Chakrapani
NOTARY
G. CHAKRAPANI, B.A., LL.B.,
ADVOCATE
Appointed by Govt. of A. P.
3-3 721, Meesiyer Patti,
XUBIGUDA, HYDERABAD. A. P.
2531

S. Subhakar Reddy
BRANCH MANAGER
 State Bank of Hyderabad,
Shamsabab
Sr. Manager.



SECTION II. STATEMENT OF FINANCES

If you plan to study at Fitchburg State University 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 <i>(Refer to page 3 for details)</i>
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: _____ Relationship to you: _____ Name: _____ Relationship to you: _____	\$	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 7.
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: _____

International students or their sponsors must provide evidence of sufficient funds available to support the first year of study at Fitchburg State University. 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 their bank, on bank letterhead reflecting sufficient funds to meet first-year financial obligations. (Refer to page 3 for more details.)

Please Print

I, _____, who resides at
Sponsor's Name

Sponsor's Address

_____ being duly sworn, depose and say
Sponsor's Telephone(s)

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 University 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 University 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

PLEASE NOTE: 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.

MAILING ADDRESS

**The application and all supporting documents should be sent to:
Admissions Office, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420**



It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, religion, color, age, gender, sexual orientation, disability, veteran status, marital status, or national origin in its education programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Educational Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Act of 1974; the Civil Rights Restoration Act of 1988; Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and pertinent laws, regulations, Executive Orders, and directives of the Board of Higher Education of the Commonwealth of Mass., the Commonwealth of Massachusetts, and other applicable state and federal statutes.