

## Applying To Fitchburg State University: A Guide For International Students

Thank you for your interest in Fitchburg State University. All applicants to Fitchburg State University's undergraduate and graduate programs who are not U.S. citizens or permanent residents should read the information in this supplement very carefully. It is your responsibility to meet all deadlines and follow all admission procedures.

### Frequently Asked Questions

#### ***What are the application deadlines for international students?***

International applicants should complete their applications by the deadlines listed below. We 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 appropriate US Embassy or Consulate in order to secure a visa. You are advised to start the admission process well before the application deadline—to allow plenty of time for us to receive and review credentials mailed from outside of the United States. On average, applicants receive an admission decision two to four weeks from the date their application file becomes complete.

FALL semester application deadline: **March 15**—for undergraduate students seeking on-campus housing  
**June 1**—if not seeking on-campus housing

SPRING semester application deadline: **October 1**

#### ***Which visa do I need in order to study at Fitchburg State University?***

The U.S. Citizenship and Immigration Services (USCIS) permits students who hold an F-1 visa to register for courses at Fitchburg State University. If you are in the United States on another type of visa, please check with the Office of International Education at 978-665-3089 to determine your eligibility before registering for a class. Permanent Residents or U.S. Citizens with international credentials should contact the Admissions Office at 978-665-4399 or [intladmissions@fitchburgstate.edu](mailto:intladmissions@fitchburgstate.edu) to assess the need for additional information.

#### ***Is on-campus housing available for international students?***

Full-time, undergraduate, day students may apply for on-campus housing and the admission application deadline is March 15th. This deadline gives us time to notify you of your of our admissions decision and for you to send in the required housing deposit by the May 1 deadline. At this time, on-campus housing is not available for graduate students. The Office of International Education is happy to assist you by providing suggestions for off-campus housing options.

#### ***How much does it cost to attend Fitchburg State University?***

For the 2014–2015 academic year, the following represents an estimated annual cost of attendance, which includes tuition, fees, living expenses, health insurance and books:

Full-time **UNDERGRADUATE** students - \$26,273\* • Full-time **GRADUATE** students - \$17,950\* \*Costs are subject to change.

#### ***What happens after the completed application is received?***

When your application becomes complete, the Admissions Office will review it, a decision of acceptance or denial is made and a letter is mailed to you. If you are admitted, Fitchburg State University will send an official letter of admission accompanied by a Certificate of Eligibility for non-immigrant student status (I-20 form). Admission is granted for a specific semester only and the I-20 form is valid only for that same semester. If you are unable to attend during the designated semester, Fitchburg State should be notified immediately by mail, and the I-20 form should be returned to the Admissions Office. If you would like to defer your enrollment (possible for up to one year of initial acceptance), please inform us on the form when you will be able to attend. Please note: A new I-20 form cannot be issued until the original form has been returned to us - updated financial documentation may also be required before a new I-20 form can be issued. Please **DO NOT** come to Fitchburg State University without having received an official letter of acceptance and the I-20 form.

#### ***Who should I contact if I have a question?***

Questions about the admission process should be directed to the Admissions Office at (978) 665-4399 or [intladmissions@fitchburgstate.edu](mailto:intladmissions@fitchburgstate.edu). Questions about visas, housing for graduate students and other issues related specifically to concerns and needs of international students should be directed to the Office of International Education at (978) 665-3089.

## 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](http://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 websites:

The Center for Educational Documentation ..... [www.cedevaluations.com](http://www.cedevaluations.com)

World Education Services..... [www.wes.org](http://www.wes.org)

Educational Credential Evaluators ..... [www.ece.org](http://www.ece.org)

International Documentation Center ..... [www.eurasiacom.com](http://www.eurasiacom.com)

### **English Language Proficiency**

If your first language or the primary language spoken in your home is not English, you must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), 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, Ghana, 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
- IELTS ..... 6.5

The TOEFL code for Fitchburg State University is **3518**

### **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 & 6
- 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, and Form I-94 if you are currently in the United States. We will accept either a printed copy of your electronic I-94 obtained from [www.cbp.gov/I94](http://www.cbp.gov/I94) or photocopies of your passport pages that contain your biographical information, visa and admission stamp.

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### MAILING ADDRESS

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

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## 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)

#### *Annual Costs for Graduate International Students*

Tuition and Fees .....	\$7,296
Living Expenses, transportation, miscellaneous ....	\$8,500
Health Insurance and Books.....	\$2,154
<b>Total (U.S. Funds).....</b>	<b>\$17,950</b>

#### *Annual costs for Undergraduate International Students*

Tuition and Fees .....	\$15,065
Living Expenses (Room & Board) .....	\$8,910
Health Insurance, Books .....	\$2,298
<b>Total (U.S. Funds).....</b>	<b>\$26,273</b>

\*Costs are estimated and subject to change.

### 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 notarized 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

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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. **00000000** & date of Account opening is **01/06/14** 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, Mevriyer Patti,  
XUBIGUDA, HYDERABAD. A. P.

*Sushakar Reddy*  
BRANCH MANAGER  
State Bank of Hyderabad,  
Shamshabad.

2531

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.

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 offered admission.

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: Street/City/State/Zip (If you are currently in the U. S.)

\_\_\_\_\_  
 Home Country Address: (NO P.O. Box)  
 Street/City/Province or Territory/Country/Postal Code

\_\_\_\_\_  
 Home Phone                      Work Phone                      Cell Phone

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Gender (for reporting purposes)                      Date of Birth (mm/dd/yy) (for reporting purposes)  
 Male     Female

\_\_\_\_\_  
 Country of Citizenship                      Country of Birth

If you are in the United States, what is your current visa status?  
 F1    F2    H1b    H4    Other: \_\_\_\_\_

What visa status do you plan to hold while studying at Fitchburg State University?  
 F1    F2    H1b    H4    Other: \_\_\_\_\_

**MAILING ADDRESS**

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

## SECTION II. STATEMENT OF FINANCES

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

<b>Source of Funds</b>	<b>Amount U.S. Dollars</b>	<b>Verification Required</b> <i>(Refer to page 3 for details)</i>
<b>PERSONAL SAVINGS</b> 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.
<b>FAMILY / RELATIVE / SPONSOR</b> 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.
<b>SCHOLARSHIP / LOAN</b> 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.**

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