

Policy Directory

Responsible Division: Academic Affairs
Responsible Office: Graduate Studies
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Policy Title: International Students

Policy: *The Graduate School's policy on international students* contains the policies and regulations of the Alcorn State University Graduate Studies. This policy has been established by the Graduate School's Graduate Council to ensure consistent standards across Graduate programs.

- I. International students who meet specific program requirements and for whom Alcorn has appropriate programs at the graduate level are invited to make application. Such applications must be supported by satisfactory evidence of their qualifications to pursue a full course of study at this institution.
 1. Applications for admission of international students must submit the following items:
 - a. Application: All international graduate applicants must complete an application form and send it with the appropriate non-refundable application fee (\$10.00) to the School of Graduate Studies, 1000 ASU Drive #689, Alcorn State, MS 39096.
 - b. Official Transcripts: Applicants must submit an official transcript of all course work completed on the collegiate level. All transcripts from international colleges and universities must be accompanied by verification that the degree is equivalent to a B.S., B.A., or M.S. degree from a college or university in the United States.
 - d. Credential Evaluations: All credential evaluations must include each educational credential and its U.S. equivalent) grade average and 2) information regarding the accreditation status of the institution attended.

An official transcript of all course work completed on the collegiate level must be submitted. All transcripts from international colleges and universities must be accompanied by verification that the degree is equivalent to a bachelor's or master's degree from a college or university in the United States. Also, verification that the student's grade point average is at least a 2.5 on a 4.0 scale is needed. Verification must be certified by a professional credential evaluation service. Applicants may select any National Association of Credential Evaluation Services (NACES) member to provide this service. (See NACES web site, www.naces.org, for a list of NACES members.) **A Credential Evaluation must be a course-by-course analysis of the transcript(s). This is the only acceptable reporting format.**

- e. Test of English as a Foreign Language: All international graduate applicants must present an official TOEFL score to the School of Graduate Studies. IELTS. Students have the option of submitting IELTS if TOEFL scores are not available.

- f. **Standardized Test Scores:** Each applicant must submit an official score on a standardized test (GMAT, GRE, MAT, PRAXIS, etc.), as appropriate to the discipline. An adequate score on an appropriate standardized test is required for admission to a graduate degree program. Test results must not be older than five years.
 - g. **Statement of Financial Support:** Declaration and certification of finances on the financial institution's letterhead and notarized must be submitted.
 - h. **Additional Requirements for admittance:** The U.S. Immigration and Naturalization Service require certification that **ALL** standards for admission have been met before the I 20 form is issued. International students are required to complete their admissions procedures at least 30 days prior to the term in which they expect to enter.
 - i. **Letters of Recommendation:** Each applicant must submit two letters of recommendation from individuals, professors, or colleagues who can attest to their academic potential as a prospective student.
- II. Appropriate I-20 forms will be issued after all official credentials have been received and the completed application has been reviewed and approved by the major department. The U. S. Immigration and Naturalization Service requires certification that all standards for admission have been met before the I-20 form is issued. International students are required to complete their admissions procedures at least 30 days prior to the term in which they expect to enter.
- III. F-1 Students: Basic roles and relationships of an International Student on F-1 Visa

An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific education or professional objective, at an academic institution in the United States that has been designated by the department of Homeland security to offer courses of study to students, and has been enrolled in Student and Exchange Visitor Information Systems.

- 1. A student acquires F-1 status using Form I-20, issued by a Designated School Official assigned by the Dean for the School of Graduate Studies. Status is acquired in two ways:
 - A. if the student is abroad, by entering the United States with the I-20 and an F-1 visa obtained at the U. S. consulate;
 - B. if the student in the United States, by sending the I-20 to USCIS with an application for change of nonimmigrant status.