MEMORANDUM

TO: International Applicants

FROM: Susan L. Hallatt, Director of Graduate Admissions

RE: Application Requirements

Thank you for your interest in the Graduate School of the College of Charleston. Since you are an international applicant, there are some additional requirements you must fulfill in order to complete your degree-seeking application.

The following original documents (or notarized copies in the case of visa documents) must be received by the Graduate School Office before your application file will be sent for review to your chosen Program’s Admission Committee:

1) Credential evaluation (course by course) of all non-U.S. college or university transcripts
2) Completed Certificate of Finance
3) Official scores from the Test of English as a Foreign Language (TOEFL).
4) Information about your current visa (see next page for details)

Please see the Graduate Catalog, available online at http://www.cofc.edu/gradschool/catalog, for additional information regarding these requirements and the admissions criteria for your program of interest.

When we have received the materials listed above, along with all regular application criteria outlined in the Catalog, your file will be routed to the admissions committee for a decision. If you are admitted to the program, you will be sent an acceptance package including an Acceptance of Offer form. When you return this form to the Graduate Office confirming your intentions to enroll, we will send an I-20 Request Form to the Office of International Education on your behalf. That office will then take the necessary steps to issue your I-20 form to you so that you may obtain a student visa.

Please do not hesitate to contact me at (843) 953-5614 or hallatts@cofc.edu with any questions regarding the admissions criteria or the application process. If you have any questions regarding the student visa application process, please contact Gerhard Mack in the Center for International Education at mackg@cofc.edu or visit their website at http://www.cofc.edu/international/. Best wishes for success with your application.

Deadlines for International Applicants:

April 1st for Fall admission
August 1st for Spring admission
January 1st for Summer admission
US Visa Information

If you are a foreign national and are seeking to further your education in the United States, you will require a visa for your stay. This process can be complex and sometimes confusing. Our Center for International Education has a brilliant website (International Education and Programs, http://www.cofc.edu/international/) which can address many of your questions about obtaining a visa to come to our University to study. For more direct information, please contact Dr. Gerhard Mack, Associate Director of International Education, at (843) 953-7822, mackg@cofc.edu.

As an international applicant, we will require the following information from you:

- If you already have a visa, you must provide to us a notarized copy of it and any pertinent documents relating to your visa with your application. Be sure to complete that section of the application for international students with this information as well!

- If you will be applying for your student visa through our university, you must bring your visa to our office once it is issued so that we may make copies of it to place in your file.

If you have any questions about the above instructions, please contact Director of Graduate Admissions Susan Hallatt at hallatts@cofc.edu.
What the College of Charleston Requires

International applicants to a graduate program at the Graduate School of the College of Charleston are required to have their official university transcripts showing coursework, degrees received, marks, etc. sent to one of the credential evaluation services listed on the next page as soon as possible.

Some of the information needed by the Graduate School, College of Charleston from the evaluation service includes:

- An assessment of the degree you earned in relation to its equivalency to a U.S. degree such a baccalaureate, master’s etc.

- An assessment of your grade point average in relation to the U.S. grading system of A = 4.0, B=3.0, etc.

- A statement of the main course of study (major) which you undertook.

- A course-by-course evaluation of your undergraduate career.

International applicants are encouraged to contact the evaluation services listed by telephone or email, or visit their website for information on fees and kinds of services.

What the Credentialing Service Requires

You must provide the following to the evaluators:

- Clear and legible, original OR certified/notarized (attested) photocopies of all "original" educational documents.

- All foreign language (non-English) documents must be accompanied by a certified English translation. These translations MUST be complete, literal, word-for-word, and in the same format as the original document. Names of degrees, diplomas, and/or certificates should appear in the "native language" and not be translated into U.S. terms such as B.A., M.S., etc.

When submitting to one of the evaluators listed, be sure to use that service's guidelines (available on their websites) when preparing your documents.
CREDENTIAL EVALUATION SERVICES

Global Credential Evaluators, Inc.
http://www.gceus.com
512-528-9293 – fax

GCE Southwest
P. O. Box 9203
College Station, TX 77842-9203 USA
(800) 707-0979 voice mail
(512) 528-9293 fax

GCE Mid-Atlantic
PO Box 36
Richmond Virginia 23173

GCE Southeast
P. O. Box 1904
Ocean Springs, MS 39566-4487 USA
(228) 818-4487

Lisano International
http://www.lisano-intl.com
E-mail: LisanoINTL@aol.com
P. O. Box 407
Auburn, AL 36831-0407 USA
Tel: 334-745-0425

World Education Services, Inc.
http://www.wes.org

Main
Tel: 212-966-6311
Fax: 212-739-6100
E-mail: info@wes.org
Bowling Green Station
PO Box 5087
New York, NY 10274-5087

Courier Address
(accepts DHL, FedEx, UPS)
64 Beaver St.
New York, NY 10004

San Francisco
(415) 677-9378
Certification of Finances for International Graduate Students

A complete and correct certificate is required for admission. An I-20 FORM cannot be issued until you have completed this certificate, returned it by the appropriate date, and have been admitted to the College of Charleston.

Your Name _______________________________________________________________________________________________________________________________________________________________________________________

Last (Family)                                                         First                                                 Middle

Permanent Mailing Address _____________________________________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________

E-mail Address _____________________________________________________________________________________________________________________________________________________________________________________________

Date of Birth _____/_____/______       Country of Birth _____________________________________________________________________________________________________________________________________________________________________________________________

Month   Day       Year

Country of Citizenship _____________________________________________________________________________________________________________________________________________________________________________________________

Expected Date of Enrollment ____________________________  Academic Major ____________________________

Expected length of study at the College of Charleston:

(circle one)                1                      2                      3                      4              years

You are required to certify that you can meet the cost of your first year of study. Estimated expenses you will incur for the 2009-2010 academic year are as follows: (see next page for an explanation of each cost estimate)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$24,069</td>
<td>$24,069</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,755</td>
<td>$1,355</td>
</tr>
<tr>
<td>Rent/Utilities (12 Months)</td>
<td>$9,300</td>
<td>$7,200</td>
</tr>
<tr>
<td>Food (12 Months)</td>
<td>$4,980</td>
<td>$3,720</td>
</tr>
<tr>
<td>Health Insurance (12 Month)</td>
<td>$1,069</td>
<td>$1,069</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$41,173</strong></td>
<td><strong>$37,413</strong></td>
</tr>
</tbody>
</table>

To the above, you must add the transportation costs for round trip fare to the United States from your home country.

How will you pay for your ROUND TRIP transportation to and from the United States?
Certification of Finances for International Graduate Students

<table>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$41,173</strong></td>
<td><strong>$37,413</strong></td>
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</table>

**A**

Estimates for tuition and fees are based on full-time, out-of-state tuition and fees for Fall, Spring and Summer semesters through Summer 2010.

Books and supplies based on purchase of 2 new books for $85 each per course, 6 books per semester Fall & Spring, 4 for Summer plus $55 per semester for supplies

Rent & Utilities are based on $620/month rent for 12 months and $155/month utilities for same period

Food is based on expenditure of $415/month for 12 months.

Health insurance is based on the August 2009 - August 2010 annual rate posted for Student/Annual through the Student Health Services website.

**B**

Estimates for tuition and fees are based on full-time, out-of-state tuition and fees for Fall, Spring and Summer semesters through Summer 2010.

Books and supplies based on purchase of 2 used books for $65 each per course, 6 books per semester Fall & Spring, 4 for Summer plus $55 per semester for supplies

Rent & Utilities are based on $515/month rent for 12 months and $85/month utilities for same period

Food is based on expenditure of $310/month for 12 months.

Health insurance is based on the August 2009 - August 2010 annual rate posted for Student/Annual through the Student Health Services website.

If an applicant is awarded a graduate assistantship, those monies may be used to offset the totals listed left. In some instances, an abatement to in-state tuition may also be awarded; however, that reduction cannot be used in the certificate of finance as it will not be awarded until after the deadline for fall admission. It is highly unlikely that spring and summer international applicants will receive abatements, as the funding is most often gone by August 1.
### Support Amounts in U.S. Dollars ($)

<table>
<thead>
<tr>
<th>Sources of Funds</th>
<th>1st Year (Assured)</th>
<th>2nd Year (Projected)</th>
<th>3rd Year (Projected)</th>
<th>4th Year (Projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal or Family savings</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(A bank official’s signature is required on the certificate below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents and/or Spouse</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Print name(s) below:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A parent/sponsor signature is required below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your government – Print name of agency:</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(Enclose original signed copy of letter of award)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Graduate School of the College of Charleston- Fellowship/Assistantship/Scholarship (Circle one)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other – Please specify:</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(Enclose signed affidavit from authorized person)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(Each of these totals should equal the estimate of costs on the first page)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Official Certification of Sources of Funds and Amounts

This is to certify I have read the information on this form and that it is true.

Bank Official’s Signature __________________________ Date ____________

<table>
<thead>
<tr>
<th>Title</th>
<th>Address</th>
<th>Parent/Sponsor’s Signature __________________________ Date ____________</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>___________________________________________</td>
<td>Relationship to Applicant</td>
<td>__________________________</td>
</tr>
<tr>
<td>Address</td>
<td>___________________________________________</td>
<td></td>
<td>__________________________</td>
</tr>
</tbody>
</table>
TEST OF ENGLISH AS A FOREIGN LANGUAGE

Who Must Take the TOEFL®?

- If English is not your native language then you must take the TOEFL® (Test of English as a Foreign Language).

Who MAY BE Considered to be Exempt from Taking the TOEFL®?

- Foreign nationals who have acquired an undergraduate degree from an accredited college or university in the United States.

Where do I find out about Taking the TOEFL®?

You can find out more about taking the TOEFL® by visiting the Educational Testing Service website at http://www.ets.org and clicking on the TOEFL® link.

What Scores Must I Achieve when Taking the TOEFL®?

The Graduate School of the College of Charleston requires MINIMUM scores for each section of the TOEFL® as follows:

- Writing = 20
- Speaking = 23
- Listening = 17
- Reading = 21.
- The minimum total score accepted for admission is 81.

How Soon Should I Take the TOEFL®?

- You should take the TOEFL® no later than 12 weeks prior to the deadline for the program in which you are interested at the Graduate School of the College of Charleston.