International Application Instructions for Graduate Study

All applications must be submitted online at www.wcupa.edu/grad APPLY NOW.

Materials Needed

All graduate programs require the following:

- Completed application form submitted online.
- A written statement of your professional goals. This statement is included on the application.
- TOEFL or IELTS scores (minimum TOEFL score = 80; Minimum IELTS total overall score= 6.5
- WES evaluation (or other NACES credential) if you attended a college/university outside of the United States (www.naces.org)

In addition, most programs require some or all of the following):

- Graduate Record Examination (General and/or Advanced), the Miller Analogies Test, and/or the Graduate Management Admissions Test. Upon your request, test scores are sent by the originating source (e.g., Educational Testing Service) directly to the Office of Graduate Studies.
- Two letters of recommendation for degree & certificate programs.
- An audition (music applicants only)
- Resume
- Any supplemental information (e.g., forms, writing samples required by department)
- A few departments may require a personal interview as part of the application process.

You are responsible for assuring that all necessary materials are received by the Office of Graduate Studies by the application deadlines.

All application materials become the property of West Chester University and may not be returned or forwarded to another institution.

Where to Send Your Supplemental Materials

All corresponding materials should be sent directly to:

Office of Graduate Studies and Extended Education
McKelvie Hall, 102 W. Rosedale Avenue
West Chester University
West Chester, PA 19383-2600

Application Fee

A $50 fee must be paid online by supplying credit card information, when submitting your application. The application fee is nonrefundable and cannot be credited toward any charges if you subsequently register as a student.
Application Deadline

International students are strongly advised to submit their completed applications and other required documents (including test scores) by May 1 for fall semester and October 15 for spring semester.

Individual Program Requirements

Programs To Which You Are Applying

Requirements for programs of study and degree that you are applying for can be found in the Requirements for Programs of Study and Degrees Offered (on the online application) or in the Graduate Catalog which can be found online at http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/.

Please indicate the program/curriculum to which you are applying on the international application.

Graduate Assistantship

If you are interested in being considered for a graduate assistantship, please check the appropriate field on the international application.

Statement of Professional Plans and Goals

All applicants must complete a goals statement. The quality of your statement is of critical importance to the success of your application for admission. Several programs have specific essay requirements. Please refer to the Requirements for Programs of Study and Degrees Offered (on the online application) or in the Graduate Catalog which can be found online at http://www.wcupa.edu/_INFORMATION/OFFICIAL.DOCUMENTS/GRADUATE.CATALOG/.

Letters of Reference

Please list at least two persons, such as a college professor or employment supervisor, who can attest to your academic or professional skills. Upon submission of your application, your recommenders will receive reference request emails with instructions on how to complete the letter of recommendation. Upon completion by your recommender, their letter of recommendation will be automatically forwarded to the Office of Graduate Studies. If you prefer, you may have your recommenders send their letter directly to the Office of Graduate Studies. (gradstudy@wcupa.edu)

Additional Requirements for International Students

In addition to fulfilling all the general University requirements, applicants whose permanent residence is other than the United States must meet the following requirements.

Testing of English as a Foreign Language (TOEFL)

This test is required of all applicants who are non-native speakers of English, regardless of previous language instruction and regardless of residency. To be admitted to one of the degree programs, a student must obtain a minimum score of 80 on the TOEFL.

The TOEFL is an additional requirement for foreign applicants. It is not a substitute for the standardized examinations (GRE, GMAT, MAT) required for admission to some graduate programs.

Applicants should, therefore, take care to register for the examination in time for their scores to reach West Chester University before the appropriate application deadlines.
If a bachelor's degree or higher has been earned from a U.S. School, the TOEFL may be waived.

IELTS scores can also be submitted. An overall score of 6.5 is required.

**WES course by course Evaluation (or other NACES credential)**

A WES course by course evaluation of all foreign transcripts (or other NACES credential - [www.naces.org](http://www.naces.org)) is required if you attended a college/university outside of the United States. Go to [www.wes.org](http://www.wes.org) for more information about this service.

**Student Visa**

If you require a student visa, please indicate this on the application form. If you are already in the United States, please supply a copy of your current visa. If you are currently attending another university on an I-20, you will need a new I-20 document for WCU (transfer).

**Proof of Financial Support**

International students must be able to verify their ability to meet all educational and living expenses before a U.S. Immigration Form (I-20) can be issued by West Chester University. Detailed information on proof of financial support can be obtained through the Center for International Programs. This proof is not required until after formal acceptance.