



# FORT HAYS STATE UNIVERSITY

*Forward thinking. World ready.*

## Graduate School Checklist for International Applicants

- ☐ **International Application**  
Available on-line or paper <http://www.fhsu.edu/academic/gradschl/apply/>
- ☐ **Application Fee**  
\$50 fee may be paid by credit card, check, or money order
- ☐ **Personal Statement**  
Indicate your major area of study and the exact interest within the major including some of your professional and/or career goals and pertinent past work experience.  
Downloadable <http://www.fhsu.edu/academic/gradschl/apply/>
- ☐ **Letters of Recommendation**  
If required by major (MBA, MLS, MPS, MSN, MSE degrees require two letters, MS degree requires two or three letters depending on the program, MFA degree requires three letters). Submit scans of signed letters on letterhead or stationary to [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu)  
Downloadable <http://www.fhsu.edu/academic/gradschl/apply/>
- ☐ **Transcripts & Diploma Copies**  
Submit scans of unofficial transcripts and diploma copies (for education systems that do not indeed the awarding of a degree on the transcript) for initial evaluation to [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu). However, we must receive an official transcript from each university/college previously attended for systems in which they are available as a condition of admission. Transcripts must be in a sealed envelope. It is preferable if they are sent directly to the Graduate School from the university/college Registrar's Office. Transcripts should list all courses taken and grades for each course. Transcripts will be used to calculate grade point average (GPA) (must have a 2.5 GPA or higher on last 60 hours of credit.) In systems where GPAs are not used, a Graduate School staff member will calculate the equivalence using World Education Service (WES) grade equivalencies. If you have received a BGS from Fort Hays State University, the FHSU Graduate School will request your BGS transcript. You will not need to submit the FHSU transcript.  
Downloadable request form <http://www.fhsu.edu/academic/gradschl/apply/>
- ☐ **Financial Form and Bank Certification (On-campus Students)**  
Must indicate that the required funding will be available to cover your expenses during your first year of study at FHSU. Complete the FHSU Financial form or provide a letter of financial support signed by your sponsor.  
Downloadable <http://www.fhsu.edu/academic/gradschl/apply/>
- ☐ **English Language Proficiency**  
Provide one of the following: (1) A minimum TOEFL (Test of English as a Foreign Language) score of 213 on the computer-based, 550 on the paper-based test, or 79 on the Internet-based test; (2) Overall band score of 6.5 or higher on the IELTS (International English Language Testing System); (3) Verification of English as native language; (4) Evidence of a baccalaureate degree or higher from an accredited U.S. institution of higher education; or (5) Documentation of completion of an approved intensive English language program. FHSU will grant conditional admission to students who are willing to enroll and successfully complete the FHSU ESL program.
- ☐ **Resumé**  
If required by major (Business, Art, Education Administration, Speech-Language Pathology) should include education, degrees awarded, accomplishments, special skills, work experience, awards, grants, publications, etc.

- ☐ **Entrance Examinations**  
Submit scores from any entrance examinations if required by the major (GMAT for MBA; GRE for Speech-Language Pathology, Geosciences, Psychology; GRE or MAT for Health and Human Performance; MAT for Nursing).
- ☐ **Passport I.D. page**  
Copy of I.D. page that includes passport number, picture, name, date of birth, sex, place of birth, date issued, and the expiration date
- ☐ **Additional Departmental Requirements**  
A few departments require additional application materials (Art- Slides; History- Writing Sample; Instructional Technology- 2 page essay)

### **Important Notes and Reminders**

- Please submit only one application.
- No application will be processed without all of the required documents (listed on reverse side).
- Please include all application materials in one packet sent directly to the Graduate School or one email with attachments that includes your full name.
- Communication or questions regarding application materials should be between the Graduate School and the applicant.
- If you have received a BGS from Fort Hays State University, the FHSU Graduate School will request your BGS transcript. You will not need to submit the FHSU transcript.
- Must have a GPA of 2.5 on last 60 hours of credit to be admitted to Graduate School.
- Suggested deadline to submit application materials:
  - Fall admission- March 1<sup>st</sup>
  - Spring admission- October 1<sup>st</sup>

### **Admission Process**

As soon as the application and all supporting materials have been received by the Graduate School, the applicant's file is sent to the specific department for review. After the file is returned to the Graduate School with the departmental recommendation on admission, the file is reviewed by the Dean of the Graduate School. You will then receive a letter of acceptance or denial based upon these reviews. If you are accepted, you will also receive an I-20 from Fort Hays State University. Letters will be mailed to the address listed on your application or to the individual who is the point of contact at your university.

### **Contact Information**

Send all documents to:	<b>Graduate School Fort Hays State University Hays, KS 67601</b>
Email address:	gradschool@fhsu.edu
Phone number:	(785) 628-4236
Fax Number:	(785) 628-4479

Please direct all questions and/or concerns to the Graduate School via email or phone call.

### **Website**

All applicants are encouraged to visit the Fort Hays State University Graduate School web-site at [www.fhsu.edu/gradschl](http://www.fhsu.edu/gradschl).

This web-site contains information on all the degree programs offered at FHSU. The web-site also contains additional information about the admission process and policies.