



# FORT HAYS STATE UNIVERSITY

*Forward thinking. World ready.*

## Graduate School Checklist for International Applicants

<https://fhsu.edu/academic/gradschl/admissions/index.html>

### **Admission Documents:**

- International Application**  
Available on-line- <https://webapps.fhsu.edu/admissions/International.aspx>
- 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. For access to instructional video, please select link below and scroll to the bottom of the page.  
<https://fhsu.edu/academic/gradschl/apply/index.html>
- Letters of Recommendation**  
If required by major, you may need to submit two to three letters of recommendation depending on the individual program requirements. Submit scans of signed letters on letterhead or stationary to [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu)
- Transcript Evaluation**  
For institutions outside the United States and Canada, a World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation. Nursing applicants must submit their transcripts for a Commission of Graduates of Foreign Nursing Schools (CGFNS) evaluation.  
*\*Only non-citizen domestic residents with a valid RN license are eligible for Nursing programs.*
- 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 (approximately 40<sup>th</sup> percentile) ; (2) Overall band score of 6.5 or higher on the IELTS (International English Language Testing System); (3) Verification of English as native language of undergraduate institution; (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).
- ❑ **Additional Departmental Requirements**  
A few departments require additional application materials (Art- Slides; History- Writing Sample; Instructional Technology- 2 page essay)
- ❑ **Send Admission Documents**  
Send admission documents via email to [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu) or snail mail to Fort Hays State University Hays, KS 67601.

### **Immigration Documents:**

- ❑ **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.  
<https://www.fhsu.edu/academic/gradschl/admissions/financial-form-revised>
- ❑ **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

#### **Send immigration documents to:**

**International Student Services**

**Fort Hays State University**

**Hays, KS 67601**

Email address: [international@fhsu.edu](mailto:international@fhsu.edu)

Phone number: (785) 628-4176

### **Important Notes and Reminders**

- No application will be processed without all of the required documents.
- Communication or questions regarding application materials should be between the Graduate School and the applicant.
- Deadlines to submit application materials:
  - Fall admission- June 1<sup>st</sup>
  - Spring admission- October 1<sup>st</sup>
  - **Summer starts not permitted for on-campus students**
- Virtual international students will be required to complete their applications by the individual program deadlines. Please see our programs page for information regarding program deadlines (<https://fhsu.edu/academic/gradschl/programs/index>).
  - A financial statement will not be required for online international students.

### **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. Applicants not enrolling for the semester in which they are admitted may be required to reapply; check with your program for specifics. International applicants may defer admission for a maximum of two semesters unless otherwise restricted by individual programs. 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.