

# International Student Checklist

Please read the following information  
BEFORE completing your application.  
Retain this for your records!

- ☐ Sign the Application
- ☐ Submit \$100.00 (U.S. dollars.)  
non-refundable application fee
- ☐ Send Required Test Scores  
(See Application Requirements)
- ☐ Submit Financial Certificate of  
Sponsorship. (This form must be  
complete)
- ☐ Submit International Data Form
- ☐ Request "Verification of Funds"  
letter from a bank official.
- ☐ Request Foreign Credential  
Evaluation (See application  
requirements for the address)
- ☐ Request Academic Records  
(See Application Requirements)
- ☐ Transfer Verification Form  
(if applicable)

**PLEASE NOTE:** A decision  
letter will not be issued until all of  
the application requirements have  
been met.

CHICAGO STATE  
UNIVERSITY

CSU

## APPLICATION for ADMISSION

International  
**UNDERGRADUATE**

Office of Admissions  
Cook Administration Building  
Chicago State University  
9501 South King Drive / ADM 200  
Chicago, Illinois 60628-1598

PHONE (773) 995-2513

FAX (773) 995-3820

E-MAIL: [ug-admissions@csu.edu](mailto:ug-admissions@csu.edu)

WEB SITE: [www.csu.edu](http://www.csu.edu)

## ADMISSION INFORMATION

### University and Admission Policies

Chicago State University operates all of its activities and provides all benefits to students and employees without regard to race, color, creed, religion, national origin or sex. The University does not discriminate on the basis of handicap in admission or access to its programs.

- Admission to the university does not imply admission to a particular program. Colleges and departments may have additional requirements.
- A thirty U.S. dollars (\$100.00) non-refundable fee (check, money order or bank draft only) must be submitted with the international application.
- This application and fee is only valid for the semester that you indicate. However, you may defer the application and fee for one time only by notifying the admission office in writing four weeks prior to the opening day of the semester that is indicated by your initial application. Otherwise, a new application and fee will be required.
- All applications and documents will be retained for one year from the semester for which you applied, after which time applications and documents will be discarded if the applicant has not enrolled at the university or deferred the application to a later semester.
- All accepted students are required to participate in the University Placement/Proficiency Examination in English, mathematics, and reading.

### Housing

For information on university housing, please write to or call:

Office of Residence Life  
Chicago State University  
9501 South King Drive  
Chicago, Illinois 60628-1598

OR Call: 773.995.3676

### Immunization/Medical Reports

- All enrollees born after January 1, 1957 are required to show proof of immunity from certain diseases.
- All campus residents and students participating in specialized programs including education, nursing and allied health programs, upon acceptance to the university and prior to registration, must submit complete medical reports, signed by a physician.
- For further information on immunization or medical reports, contact the **WELLNESS CENTER**, Room ADM 131 call **773.995.2010** or email: **csu-wellness@csu.edu**

### Questions? Need more information about Chicago State?

For tour information, please call the Office of Admissions at 773.995.2513.

Send all application materials to:

Office of Admissions  
Chicago State University  
9501 South King Drive / ADM 200  
Chicago, Illinois 60628-1598

If you require accommodation due to a disability in order to complete the application process, please contact the ADA Coordinator, Abilities Office, SUB 198, 773.995.4401, TTY 773.995.3776. Please allow sufficient time to arrange the accommodation.

VISIT OUR WEBSITE: [www.csu.edu](http://www.csu.edu)

## SPECIFIC REQUIREMENTS

### A. Academic Documents Required

#### 1. ORIGINAL OR CERTIFIED TRUE COPIES

of credentials from all secondary and post-secondary schools attended in the United States and abroad. (Records must list the subjects studied and grades/marks earned for each subject signed by a school official.)

#### 2. CREDENTIALS FROM ALL SECONDARY AND POST-SECONDARY SCHOOLS

attended abroad must be accompanied by a certified and detailed evaluation from a nationally known credentials evaluator.

Evaluation reports will be accepted from:

EDUCATIONAL CREDENTIALS EVALUATORS, INC.  
P. O. Box 514070  
Milwaukee, WI 53203-3470  
Tel (414) 289-3414 Fax (414) 289-3411  
[www.ece.org](http://www.ece.org)

OR

WORLD EDUCATION SERVICES, INC.  
P. O. Box 11623  
Chicago, Illinois 60611-01623  
Tel (312) 222-6822 Toll free (800) 937-3898  
[www.wes.org](http://www.wes.org)

Evaluation reports must be sent directly from the service to:

Chicago State University  
Office of Admissions  
9501 S. King Drive/ADM 200  
Chicago, IL 60628-1598

## HIGH SCHOOL INFORMATION

High school/secondary school (name) from which you graduated/will graduate \_\_\_\_\_

GRADUATION DATE    Month \_\_\_\_\_ Year \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_

## COLLEGE INFORMATION

List all post-secondary schools, colleges, universities and proprietary schools attended (including this university).

**Begin with the most recent.** Official transcripts must be submitted for each institution attended.

SCHOOLS ATTENDED (including this university) <i>List most recent first</i>	COUNTRY	ATTENDANCE DATES		DEGREE(S) OR HOURS EARNED
		<i>from</i>	<i>to</i>	

## CERTIFICATION

I certify that the statements made on this application are correct and complete including a report of all possible collegiate credit and criminal history as described above. I understand that withholding information requested on this application or giving false information may make me ineligible for admission to CSU or subject to dismissal. I agree to maintain an accurate mailing or electronic address to which my statement of account can be mailed and to make payment of all due amounts by published deadlines. If my account becomes delinquent, I understand that my account will be placed with a collection agency and could be subject to litigation and I agree to pay all associated costs. Further I understand and agree that my unpaid tuition and receivable account is considered an extension of credit and creates a loan due the university. I authorize CSU to maintain all my records under my legal name and understand these records and credentials in support of my application are the property of CSU and will not be returned or reproduced. I give permission to officials at all institutions I have attended to release information needed by CSU to substantiate statements I have made on this application. I give permission to CSU Dean of Students to conduct a criminal background check, if I answered affirmatively to any of the Public Safety questions on this application.

**SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

A \$100.00 non-refundable application fee must be submitted with the application.

Do not send cash. Please send a check or money order (amount in U.S. dollars), payable to Chicago State University.

## PUBLIC SAFETY QUESTIONS

Chicago State University is committed to maintaining a safe environment for our students.  
Answering "Yes" to any of the following will not automatically prevent admission. All applications are reviewed.

1. Have you pled guilty or no contest to, or been convicted of a felony? ☐ Yes ☐ No
2. Have you pled guilty or no contest to, or been convicted of any crime involving violence or the threat of violence?..... ☐ Yes ☐ No
3. Do you have any criminal charges pending against you involving a felony, violence, or threat of violence? ☐ Yes ☐ No
4. Have you ever been expelled, dismissed, placed on probation or suspension or subjected to any other disciplinary sanction from any other college or university for an offense involving violence or the threat of violence? ☐ Yes ☐ No

- If you answered "Yes" to any of the questions above, please do the following:

- Send an explanation of the circumstances, including your name and the date of birth

- Request that the Circuit Clerk of the Court(s) in which the order of conviction was entered send a copy of your records (for questions 1-3 only)

**CONTINUED ON OTHER SIDE »**

Please TYPE or  
PRINT legibly.

# International Data Sheet

PLEASE READ ALL THE INSTRUCTIONS BEFORE FILLING OUT THIS FORM. Complete ALL sections of the application.

## STUDENT'S NAME

Family (Last) Name \_\_\_\_\_ First (Given) Name \_\_\_\_\_ Middle \_\_\_\_\_

## SPOUSE'S NAME (If applicable)

Family (Last) Name \_\_\_\_\_ First (Given) Name \_\_\_\_\_ Middle \_\_\_\_\_

## PERMANENT ADDRESS

Town/City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_ POSTAL \_\_\_\_\_

## NAMES OF DEPENDENT CHILDREN (If applicable)

1st Child's Name \_\_\_\_\_ Age \_\_\_\_\_ 3rd Child's Name \_\_\_\_\_ Age \_\_\_\_\_

2nd Child's Name \_\_\_\_\_ Age \_\_\_\_\_ 4th Child's Name \_\_\_\_\_ Age \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_ Country of Citizenship \_\_\_\_\_ Date of Marriage (If applicable) \_\_\_\_\_

GENDER Male \_\_\_\_\_ Female \_\_\_\_\_ DATE OF BIRTH Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ INTENDED MAJOR \_\_\_\_\_

TOEFL Score (If taken) \_\_\_\_\_ Date \_\_\_\_\_ SEMESTER for which you are applying (Check one) FALL (August) \_\_\_\_\_ SPRING (January) \_\_\_\_\_

## If you are ALREADY IN THE UNITED STATES, please answer the following questions

When did you enter? Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ If you currently have an "F1" Visa, which school issued it? \_\_\_\_\_

## SECONDARY SCHOOLS and COLLEGES/UNIVERSITIES ATTENDED, list all in chronological order.

Name of School/College/University	Location	Attended (from/to)	Certificate/Degree	Date Awarded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IN US DOLLARS, what amount of money is available to you to cover your tuition and other educational expenses each year? \$ \_\_\_\_\_

Who/What is the source of these funds? \_\_\_\_\_

## STUDENT'S SIGNATURE

I certify that the above statements are true and complete to the best of my knowledge.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Financial Certificate of Sponsorship for International Students

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Family (Surname) First (Given) Middle name Month/Day/Year  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Gender: Male \_\_\_\_ Female \_\_\_\_

## Important - Please Read Carefully

**THIS FORM MUST BE ACCOMPANIED** by an original bank statement, verifying the sponsor has the equivalent of at least \$35,000.00 USD in an account to support the applicant's first-year expenses at Chicago State University. The name on the bank statement must exactly match the name of the sponsor you provide on this application.

Financial documents must be in English and issued within nine months prior to date of receipt at the Office of Admissions. These documents become property of Chicago State University and they will not be returned. Students should keep copies for their own records. Please note that U.S. consulates and embassies require current original documents at the time of F1 visa application. Funds must be accessible prior to the first day of classes.

Example of documents that ARE acceptable: ORIGINAL bank letters signed by a bank official; original bank statements issued directly from the bank; loan or award letters stamped or certified by a lending institution.

Examples of documents that ARE NOT acceptable: photocopies of bank letters; Internet bank statements; bank documents without account holder name in English; checking accounts.

Estimated Itemized Costs for Fall-Spring (nine months) 2012-2013	
<b>Tuition and Fees:</b>	<b>\$19,754.00</b>
<b>Books and Supplies:</b>	<b>\$1,800.00</b>
<b>Housing and Food (Double Occupancy):</b>	<b>\$8,222.00</b>
<b>Health Insurance:</b>	<b>\$920.00</b>
<b>Local Transportation:</b>	<b>\$800.00</b>
<b>Miscellaneous:</b>	<b>\$3,500.00</b>
<b>Total:</b>	<b>\$34,996.00</b>

If a student intends to take summer courses (optional) please take account for additional expenses.

## Sponsor – Declaration and Certification of Finances

**Please have your sponsor fill out and sign the following:**

Name of Sponsor (Print) \_\_\_\_\_ Amount\$: \_\_\_\_\_ U.S. dollars

Relationship of Sponsor to Applicant \_\_\_\_\_

I hereby agree to sponsor above named student for the length of his/her undergraduate program at Chicago State University.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**Original signature is required. Fax copies are not acceptable. A Certificate of Eligibility (Form I-20) will not be authorized until this form is completed and returned to:**

## Chicago State University

ADM 200 • Office of Admissions • 9501 So. King Drive, Chicago, IL 60628

Please TYPE or  
PRINT legibly.

CHICAGO STATE  
UNIVERSITY

# International Application for Undergraduate Admission

**PLEASE READ THE INSTRUCTIONS BEFORE FILLING OUT THIS FORM.** Complete ALL sections of the application. **A non-refundable application fee of \$100.00 made payable to Chicago State University must accompany this completed application form.** Use a check or money order; do not send cash. Mail application form and fee to Office of Admissions, Chicago State University, 9501 South King Drive - ADM 200, Chicago, Illinois 60628-1598.

**FOR OFFICE USE ONLY** ID# FOR OFFICE USE ONLY \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

**SEMESTER YOU ARE APPLYING FOR ADMISSION:** ☐ FALL (August), Year \_\_\_\_\_ ☐ SPRING (January), Year \_\_\_\_\_

☐ Mr. ☐ Ms. ☐ Mrs. **LAST NAME** (Family name) \_\_\_\_\_

First Name (Given name) \_\_\_\_\_ M.I. \_\_\_\_\_ Former Name \_\_\_\_\_

**PERMANENT ADDRESS (Outside U.S.)** Apt. No. \_\_\_\_\_ Number and Street \_\_\_\_\_

City \_\_\_\_\_ Providence/State \_\_\_\_\_

Country (other than U.S.) \_\_\_\_\_ Postal \_\_\_\_\_

**MAILING ADDRESS** Apt. No. \_\_\_\_\_ Number and Street \_\_\_\_\_

City \_\_\_\_\_ Providence/State \_\_\_\_\_

Country (other than U.S.) \_\_\_\_\_ Postal \_\_\_\_\_

**DAY PHONE** (Area Code \_\_\_\_\_) \_\_\_\_\_ **EVE PHONE** (Area Code \_\_\_\_\_) \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**BIRTHDATE** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ ☐ Male ☐ Female **MARITAL STATUS:** ☐ Single ☐ Married

**ETHNIC ORIGIN** (Your response to this question is optional and will not affect the admission decision; it is requested so that we may demonstrate to federal and state agencies that this institution is in compliance with appropriate regulations.)

☐ Asian or Pacific Islander ☐ Black (Non-Hispanic) ☐ American Indian or Alaskan Native ☐ Hispanic ☐ White (Non-Hispanic)

Country of Citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_

Type of Visa \_\_\_\_\_

**IN CASE OF EMERGENCY, CONTACT** Last Name (family name) \_\_\_\_\_

First Name (given name) \_\_\_\_\_ Day Phone (Area Code \_\_\_\_\_) \_\_\_\_\_ Eve Phone (Area Code \_\_\_\_\_) \_\_\_\_\_

**EMERGENCY ADDRESS** Apt. No. \_\_\_\_\_ Number and Street \_\_\_\_\_

City \_\_\_\_\_ Providence/State \_\_\_\_\_

Country (other than U.S.) \_\_\_\_\_ Postal \_\_\_\_\_ **RELATIONSHIP** ☐ Parent ☐ Guardian ☐ Spouse ☐ Sponsor

**I AM APPLYING AS A** ☐ Freshman ☐ Transfer ☐ Second Bachelor's Degree

**INTENDED MAJOR CODE** (see other side) \_\_\_\_\_ Major code description: \_\_\_\_\_

**HAVE YOU PREVIOUSLY APPLIED TO OR ATTENDED THIS INSTITUTION?** ☐ NO ☐ YES, Indicate Term \_\_\_\_\_ Year \_\_\_\_\_

*NOTE: If you attended /applied to Chicago State University at any time, it is very important that you provide those dates as to not delay the processing of your application!*

**CONTINUED ON OTHER SIDE >>**

### 3. FRESHMEN APPLICANTS

(Applicants who have not attended a post-secondary institution) All CSU freshmen applicants are required to submit official results of a national or international standardized examination. International applicants have the option of submitting ACT, SAT, TOEFL \*(Test of English as a Foreign Language), IELTS (International, English, Language, Testing System) results. A minimum ACT composite score of 18 is required. A minimum SAT combined score of 870 is required. A minimum TOEFL score of 525 on the paper-based test, or 195 computer-based or 69 internet is required.

\* *Minimum IELTS score required is 7.*

FOR MORE INFORMATION ON THESE EXAMS

[www.act.org](http://www.act.org)     [www.ielts.org](http://www.ielts.org)

OR

SAT TESTING

[www.collegeboard.com](http://www.collegeboard.com)

Tel 609/771-7600

\* *For information on this examination, write to TOEFL, Educational Testing Service, P.O. Box 6155, Princeton, NJ 08541-6155, USA, or inquire at the U.S. Consulate nearest you or visit the TOEFL website at [www.toefl.org](http://www.toefl.org).*

### 4. TRANSFER APPLICANTS

An international student transferring to CSU from another post-secondary institution will be admitted as a freshman unless the transfer student has obtained a minimum of 24 semester hours or 36-quarter hours from an accredited college or university. We will need an International Transfer Verification from U.S. College(s)/University(s) previously attended. See our website [www.csu.edu/Admissions/international](http://www.csu.edu/Admissions/international) to download the form.

## English Language Proficiency

International applicants whose native language is not English must present evidence of proficiency in oral and written English by obtaining a satisfactory score on the Test of English as Foreign Language (TOEFL). The TOEFL code for CSU is 1118.

*International applicants are not subject to the CSU TOEFL/IELTS requirements if any of the following factors apply:*

- The applicant completed secondary education in a country where the native or official language is English; **OR**
- The applicant completed secondary education at a institution where English was the medium of instruction; **OR**
- The applicant has completed a minimum of 24 semester hours or 36-quarter hours at an accredited U.S. College or university.

## B. Evidence of Financial Support

- Submit a completed **Financial Certificate of Sponsorship**.  
(Use enclosed form.)
- Furnish evidence**, in the form of a letter from the bank or employer, indicating that monies (amount in U.S. dollars) are available to meet the financial needs of the student.

## C. Additional Demographic Information

Submit a completed **International Data Sheet**. (Use enclosed form.)

### Application Deadlines

International applicants are accepted for each semester according to the following deadlines:

FALL SEMESTER..... May 1

SPRING SEMESTER..... September 1

## Crime Awareness and the Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics Act, 20 U.S.C. 1092, the Annual Campus Security Report is available on the CSU Police Department website at <http://www.csu.edu/CSUPolice/index.htm>.

The Annual Security Report contains crime statistics for the three previous calendar years of reported crimes that occurred on campus or on public property within or immediately adjacent to campus. It also contains information on

- (1) the reporting of crimes or emergencies,
- (2) security of, and access to, campus facilities,
- (3) university police law enforcement authority,
- (4) security awareness programs and practices,
- (5) crime prevention programs,
- (6) drug and alcohol policy and programs,
- (7) crime statistics
- (8) where to find information on Illinois registered sex offenders, and
- (9) policy and procedures regarding sexual assault.

Individuals can request a paper copy of the report by submitting a written request to the CSU Police Department, 9501 South King Drive O&M Building Room #210, Chicago, Illinois 60628-1598. If additional information is required regarding campus safety and security measures, please contact the CSU Police Department at 773-995-2113.

Additionally, in compliance with Illinois P.A. 95-764, and in an effort to educate the campus community about sexual assault (including prevention and awareness of sex offenses, procedures to follow if a sex offense occurs, procedures for on campus disciplinary action, possible sanctions, and distribution), online resources and campus-sponsored awareness programs are offered on an ongoing basis throughout the year. Information about above policies, procedures, services, and programs can be obtained from the Department of Student Affairs, CSU Police Department and the Student Handbook.

**NOTE:** An admission decision will not be made until all of the application requirements have been met. Provisional or probationary admission will not be granted. Academic Documentation must show an overall grade point average of "C" or higher.



# Major/Option Degree Codes

## College of Arts and Sciences

AFAM.....African American Studies  
ART .....Art  
ADGN.....Art, Design Option  
ARTT .....Art, Teacher Preparation K-12 Option  
BIOL.....Biology  
BIOE.....Biology, Environmental Option  
BIOM .....Biology, Microbial/Molecular Option  
BIOP.....Biology, Premedical/Pre dental Option  
BIOT .....Biology, Secondary Teaching Option  
CHEM.....Chemistry  
CHMB .....Chemistry, Biochemistry Option  
CHMI.....Chemistry, Industrial Option  
CHMT.....Chemistry, Secondary Teaching Option  
CMAT .....Communications, Media Arts, & Theatre  
CPTR.....Computer Science  
CJ .....Criminal Justice  
ENGR .....Engineering Studies  
ELIT.....English, Literature Option  
EPTW.....English, Professional & Technical Writing Option  
ENGT.....English, Secondary Teaching Option  
GEOG .....Geography  
GEOT .....Geography, Secondary Teaching Option  
HIST .....History  
HSST .....History, Secondary Teaching Option  
INTL .....International Studies  
LBST.....Liberal Studies  
MATH.....Mathematics  
MATT .....Mathematics, Secondary Teaching Option  
MUS.....Music  
MUST.....Music, Teacher Preparation K-12  
PHYS.....Physics  
PHYT.....Physics, Secondary Teaching Option  
POL.....Political Science  
PPHR.....Prepharmacy Option  
PSYC .....Psychology  
SOC.....Sociology  
SPAN.....Spanish  
SPAT .....Spanish, Secondary Teaching Option

## College of Business

ACCT .....Business Administration, Accounting Option  
FIN .....Business Administration, Finance Option  
MIS .....Bus Admin, Management Information Systems Option  
MGMT.....Business Administration, Management Option  
MKTG.....Business Administration, Marketing Option

## College of Health Sciences

HIA.....Health Information Administration  
HP .....Community Health  
HSC.....Health Sciences - Pre-Occupational Therapy  
PPT .....Health Sciences - Pre-Physical Therapy  
NURS .....Nursing

## College of Education

BIL .....Bilingual Elementary Education  
CTE.....Career & Technical Education  
ECH .....Early Childhood Education  
EHC.....Early Childhood Education, Child Studies Option  
ELED .....Elementary Education  
EMID.....Elementary Education, Middle School Option  
PE .....Health, Physical Education & Recreation, PE Option  
REC .....Health Physical Education & Recreation, REC Option

## Non-Traditional

ICBA.....Individualized Curriculum - BA  
ICBS .....Individualized Curriculum - BS  
UWBA.....University Without Walls - BA  
UWBS .....University Without Walls - BS

## Undecided

UNDC.....Undecided (FRESHMEN ONLY)

***Application  
Priority Processing  
Deadline Dates***

FALL SEMESTER.....May 1  
SPRING SEMESTER.....September 1