

## GRADUATE SCHOOL

### INFORMATION FOR PROSPECTIVE GRADUATE STUDENTS FROM OTHER COUNTRIES

#### I. ADMISSIONS REQUIREMENTS

Graduate applications are reviewed by a committee of faculty in the degree program in which the student wishes to enroll. Only those students who have completed the bachelor's degree or equivalent at a university in their own country or a bachelor's or master's degree in the United States are considered for admission to the Graduate School. Competitive scores on the Graduate Record Examination (GRE) are required by most programs.

#### II. ENGLISH PROFICIENCY REQUIREMENT

Students whose native language is not English are required to demonstrate proficiency in English by submitting favorable scores on the Test of English as a Foreign Language (TOEFL) or its equivalent. The minimum acceptable TOEFL score for admission is 550 on the paper-based testing, 213 on the computer-based testing, or 80 on the internet based testing. **A score of 570 (paper) / 230 (computer) / 89 (internet) or higher is preferred.** The test is administered multiple times a year in more than 100 centers around the world. The bulletin of information for candidates can be obtained in a number of cities outside the United States. It often is available at one of the following locations: American embassies and consulates, office of the United States Information Service (USIS), and United States educational commissions and foundations abroad. You can also get the bulletin and other information about the TOEFL on the web at: <http://www.toefl.com>.

The requirement for TOEFL scores may be waived in some cases in which students can demonstrate experience with English usage, for example through prior residency and college or university studies for at least one year in the United States or through the substitution of another test of English comparable to the TOEFL. Waivers and substitutions are considered on a case-by-case basis.

Intensive English courses are available in several locations in Colorado and the Denver-Boulder area. Contact the Graduate School office for a list of current offerings. Enrollment in English courses does not assure admission to degree programs at the Health Sciences Center campus. Successful completion of an advanced intensive English program in the United States may satisfy the English requirement when TOEFL scores are not available.

#### III. APPLICATION FEE

The graduate application fee is sixty five dollars U.S. (\$65). Applications that are received without the application fee are not considered until the fee has been paid. The fee may be paid by International Money Order or by a certified check. This fee is not refundable nor credited to future expenses. It is a charge for processing the application.

#### **IV. FINANCES**

It is extremely important that all international students arrange to meet their financial needs for their full period of study before leaving their home country. Proof of availability of funds is required before final admission is granted and before a visa form is issued. Proof includes affidavits of support from parents or other relatives, personal or family bank statements, official confirmation of support from the student's government or other agency, and offers of support from the student's program at UCHSC. (See the attached Financial Statement for current living and educational costs and affidavit of support in the downloadable forms section of the on-line application.) If accepted for admission, you are expected to meet all financial obligations when they are due; students with outstanding debts will be dropped from enrollment at the Health Sciences Center.

#### **V. FINANCIAL ASSISTANCE AND SCHOLARSHIPS**

Graduate. Departments may offer research or teaching assistantships or traineeships to well-qualified students. These awards may provide a stipend as well as tuition and health services and insurance. Applicants are not considered for assistantships outside of the department that has accepted them as graduate students. For example, a graduate applicant in Microbiology cannot be considered for an assistantship in Pharmacology.

Employment. United States immigration regulations and HSC policies are very specific regarding employment of international students. Generally, international students should not plan on employment, either on or off campus, for any portion of their financial support while at the University of Colorado at Denver and Health Sciences Center HSC Campuses. Exceptions include those graduate students who are offered teaching or research assistantships and others who have official permission to work. All applicants will be required by the HSC Graduate School and the International Scholars and Students Office and by consular officials to demonstrate that they have all financial resources necessary to live and study in the U.S. before admission to the Health Sciences Center Graduate School is granted and a visa is issued.

The Educational Testing Service has prepared several documents related to financial aid for international students. They are available on the web at:  
<http://www.ets.org/student.html>

#### **VI. HEALTH RECORDS AND INSURANCE.**

Health Certificate. A health certificate is not required as part of a foreign student's application credentials.

Health Records. A record of immunizations will be required if admitted. You will be required to provide proof of various immunizations one month prior to beginning your program of study.

Health Insurance. All graduate students, including international students must either enroll in the student insurance plan upon arrival OR must be enrolled in an insurance plan that provides comparable services and level of insurance.

**VII. APPLICATION PROCEDURES AND REQUIRED MATERIALS:**

- A. Completed and signed application forms (completed as part of the on-line application process).
- B. Letters of reference (3 or 4, depending on program), preferably from college or university professors in your field of study.
- C. Two (2) certified copies of official records (transcripts) from each institution of higher education where you enrolled in courses for the bachelor's degree or other degree(s). Copies submitted by student applicants can be used for admissions decisions; however, before you enroll for classes at UCHSC, two certified copies of each transcript must be sent from each institution of higher education directly to the Graduate School.** These records should include courses completed, grades or marks obtained, certificates or degrees awarded, and, if possible, an indication of the student's performance in relation to other members of the class. Transcripts in languages other than English must be accompanied by certified English translations.
- D. An outside professional evaluation of your international higher education credentials is required.** This evaluation must include an analysis of courses, grades and grade point average, and U.S. degree equivalency. Evaluation to this requirement: courses taken and degrees earned in the U.S. or some parts of Canada. Evaluations will be accepted from any reputable professional company. Three recommended credential evaluation companies are:
- World Education Services: <http://www.wes.org/splash.html>  
(Highly recommended) - (request the Course by Course evaluation)
- American Association of Collegiate Registrars and Admissions Officers:  
<http://www.aacrao.org/credential/index.htm> - (request the Course by Course evaluation)
- International Education Research Foundation:  
<http://www.ierf.org/pgs/appl.htm> (request the "Detail Report")
- E. Scores on an English proficiency examination (preferably the Test of English as a Foreign Language [TOEFL]). These scores must be sent directly from the examining agency. Copies of scores that have been in the possession of the student will not be accepted.
- F. Test scores on the Graduate Record Examination [GRE]. These scores also must be sent directly from the examining agency. For information about the GRE and test sites, see the ETS-GRE web site: <http://www.gre.org/>
- G. Statement / affidavit of financial support (form provided by in the downloadable section of the on-line application).

H. Application fee of sixty five dollars (\$65)

I. Requests for a waiver of the above credentials or materials are not generally granted and may cause delay in the application process. Credentials submitted become the property of the University of Colorado at Denver and Health Sciences Center and are not returned to the applicant.

All records, references, and financial support information must be accompanied by a certified English translation, if the original is in another language.

## **IX. VISA AND PASSPORT INFORMATION AND PROCESSING**

After you have been approved for admission by your program and the Graduate School, copies of your transcript(s), affidavit of support, TOEFL scores, and other relevant information about you will be sent to the campus International Scholars and Students Office, where the forms related to your visa (F-student; J-student/scholar, change of status, etc.) will be prepared and then sent to you. Any questions you might have regarding visas, passports, employment eligibility, change of status, or other INS policies and procedures should be directed to the International Scholars and Students Office (see below for contact information). You can get information about the Immigration and Naturalization Service and its regulations on the web at: <http://www.ins.usdoj.gov/graphics/index.htm>.

## **X. FOR FURTHER INFORMATION CONTACT US AT**

### **The Graduate School**

Fran Osterberg (Assistant Dean)

Graduate.School@uchsc.edu

University of Colorado at Denver and Health Sciences Center

Health Sciences Center Campuses

4200 East Ninth Ave., Box C296

Denver, CO 80262

TEL: 303-315-7928 FAX: 303-315-6932

Web: <http://www.uchsc.edu/gs>

**For information about policies and procedures related to visas and employment**, contact the

### **International Scholars and Students Office**

Lia R. Nelson (International Student Advisor)

Lia.Nelson@uchsc.edu

University of Colorado at Denver and Health Sciences Center

Downtown Denver Campus

Campus Box 185

PO Box 173364

Denver, CO 80217-3364

TEL: 303-315-2244 FAX: 303-315-2246

Web: <http://www.cudenver.edu/international>