

## International Graduate Application Instructions

Thank you for your interest in Iowa State University! Please read these instructions carefully before beginning your application.

### Admission Criteria

Admission criteria are established by both the Graduate College and by the graduate program.

- Iowa State requires a degree it considers comparable to a US bachelor's or higher degree from a regionally accredited college or university prior to beginning graduate studies. (For foreign institutions, that would be recognition by the Ministry of Education.)
- 3-year degrees from India, Bangladesh, Canada (excluding Quebec), Nepal, and Pakistan are not accepted. 3-year degrees from other countries are reviewed on an individual basis.
- At minimum, a cumulative grade point average equivalent to a 3.0 on a 4.0 scale (B grade) is required for unrestricted admission.
- The English proficiency requirements of the Graduate College and the graduate program to which you have applied must both be met prior to enrollment.
- There is no university-wide requirement that graduate applicants submit results from the Graduate Records Examination (GRE); however, most programs do require one or the other.

### Deadlines

Deadlines represent the endpoint in the application process (i.e., the final completion of your file) rather than the beginning of that process. All materials with the exception of examination results should be received by the program deadline for timely consideration. Graduate programs vary in their willingness to consider late applications.

### Application Processing Fee

Our graduate application form is only available online. The \$100 application fee for international students is nonrefundable. If you prefer not to pay the application fee by credit card, you may complete and print the online application, and attach your personal check. All checks should be in US dollars and made payable to Iowa State University.

### Multiple Programs

If you wish to apply to multiple programs, **you will incur multiple nonrefundable application fee charges (e.g., \$200 for two programs; \$300 for three programs)**. You will not need to submit multiple copies of your supporting application materials, as those will be made available to all programs to which you apply.

### Fee Waivers

The only fee waivers offered are to Vietnam Educational Foundation (VEF) finalists (not semi-finalists). This is accomplished by checking "yes" to the question on the international graduate application asking if you are a VEF Finalist.



Durham Computation Center

### Completing the Application

#### Name

Your family name (last name or surname) should be entered first. It is important that you use the same spelling and order of your name that appears on your passport. If variations of your name (i.e., maiden name, etc.) will appear on examination score reports or academic records, please provide those variations in the space provided. If you have only one name, please enter it in the last name or surname field.

#### Address

U.S. Citizenship and Immigration Services (USCIS) require that international students requesting a student visa provide a residential address outside the United States. We recommend you avoid using PO Box addresses whenever possible as express mail carriers will not deliver to PO boxes.

#### Universities Attended

Please list your most recent university first, including the one you are currently attending. Note for Indian applicants: Please list the university that will award your degree, NOT the affiliated or constituent college in which you are enrolled.

#### Grade Point Average (GPA)

On the application, you are asked to provide your cumulative GPA at the undergraduate level (and graduate if appropriate). You should use the grading system used at your institution, and provide the maximum attainable score as well. For example, for U.S. schools, one would write "3.0/4.0." Students graded on percentage systems might write 80/100%. Examples of other systems include: 2<sup>nd</sup> Class Upper/1<sup>st</sup> Division; 7/10; 13/20, etc.

#### Statement of Purpose

The Statement of Purpose is part of the actual application form. **Once submitted, no changes can be made, so please proofread your statement (as well as all other entries) carefully before submitting your application.**

#### Online Recommendations

Iowa State University prefers that you use the online letter of recommendation process. By including your recommenders' names and e-mail addresses on the application form, they will be sent an email with a link to our online Letter of Recommendation form after you submit your application. **Emails to your recommenders will not be sent until you pay the application fee and submit your application.** More details are provided in the **Letter of Recommendation** section of these instructions.

## Examination Requirements

All examinations should be taken at least six weeks prior to the graduate program's application deadline to ensure timely receipt and processing of results. Test results must be sent directly from the testing agency to our institution to be considered official.

**Please upload copies of any examination results you have as they may help the University locate your official test scores when your application is processed.**

## English Proficiency

Nonnative English speakers must meet the university's English proficiency requirement in one of the following ways:

1. Submit official results from one of the following exams. The minimum requirements of both the Graduate College and the graduate program to which you are applying must be met. The minimum scores accepted by the Graduate College are:

- Internet Based TOEFL (iBT) 79
- Paper-Based TOEFL (PBT) 550
- IELTS 6.5
- Pearson Test of English (PTE) 53

Official TOEFL exam results must be sent directly from the Educational Testing Service to Iowa State electronically. **Our School Code is 6306.** Official IELTS and PTE results should be sent directly by the testing agencies to the Office of Admissions, Iowa State University, 100 Enrollment Services Center, Ames, IA 50011-2011.

2. Earn a bachelor's or higher degree from a country where English is the only official language, such as the following. (Complete list available from Admissions.)

Australia	Dominica	New Zealand
Bahamas	Ghana	Nigeria
Barbados	Grenada	Uganda
Belize	Guyana	United Kingdom
Bermuda	Ireland	United States (exc. PR)
Canada	Jamaica	Zambia
(exc. Québec)	Liberia	Zimbabwe

## Graduate Records Examination (GRE)

Most programs do not enforce strict cut-off scores. Rather, they review an applicant's complete application package and credentials before making a decision. Official GRE results are sent electronically by the Educational Testing Service. **Our School Code is 6306.** No Department Codes are required, but if you have selected one, it will not impact the delivery of your results.

## Graduate Management Aptitude Test (GMAT)

The GMAT is accepted or required of applicants to business-related programs. Please check the [Program Requirements](#) page to determine if your program of choice requires it.

## Academic Records

Academic records are called different names in different countries. In the US, we call them official "transcripts." In India, the acceptable documents are referred to as "annual marksheets;" in Spanish-language countries, they may be called *certificado de estudios*; in France, *relevé de notes*. Records bearing the original stamp or seal of the school official responsible for issuing such records (the registrar, principal, controller of exams, etc.) are considered "official." Records certified by lecturers, professors, or any other school officials who do not hold primary responsibility for maintaining the academic records of the institution are not official. **Academic records printed from a school's website are also not accepted.**

**Note for applicants from India** We require semester or annual marksheets. College-issued *transcripts* will only be accepted from autonomous colleges. Consolidated mark sheets are not accepted unless all attempts, retakes, and failures are included. When uploading marksheets to your application account, select "Transcripts" not "Exams."

**Translations** Academic records should be in the official language of the country in which they were earned. If that is not English, an English language translation should be uploaded in addition to the official foreign language academic record. We will accept literal (not interpretative) English translations from any qualified translator.

**Previous Iowa State students** If you were previously enrolled at Iowa State, you do not need to request your Iowa State transcripts; the Office of Admissions will obtain them directly.



Park's Library

## Letters of Recommendation (LOR)

The US Federal Educational Rights and Privacy Act of 1974 (**FERPA**) gives enrolled students the right to view the contents of their application files. It is common practice to ask applicants for admission to sign a voluntary waiver of the right to see their letters of recommendation.

It is not uncommon for recommenders to refuse to write a letter of recommendation unless they have assurance that their letter will be kept confidential. So if you indicate you do not waive your right, we encourage you to contact your recommenders and see if they will still write a letter of recommendation, because once you make your selection and submit your application, **you may not change your response to that question.**

## E-mail Requests for Letters of Recommendation

Occasionally, a recommender will indicate they have not received our e-mail notification with the link to the LOR form. In that event, please check that you entered their e-mail address accurately on the application. If not, you may edit the information on the application and send a reminder to the new address. If it was entered correctly, the e-mail may have been intercepted by the recommender's SPAM filter. Please ask them to check their SPAM folder for the message. As a last resort, they could provide you with an alternative e-mail address, or submit the PDF LOR provided on our website (instructions below).

## Managing Your Online LORs

Iowa State's online application system allows you to track when your online LORs are submitted, as well as change recommenders, edit email addresses, and send reminders to your recommenders.

To do so, go to [Graduate Apply](#), and click on "Online Application" (as if you are going to fill in another application). The Log In page will appear where you can reenter your User Name and Password to sign in. Click "Manage Documents" and you will be able to see and track the status of any online LOR. The following options are offered:

- **Cancel** If a recommender has not completed the letter, you may cancel the letter request. You will be returned to the Manage Documents page and allowed to add a new recommender name and e-mail.
- **Resend** If you would like to send a reminder, select Resend Email, and a new request will be sent to the recommender.

- **Edit** If you made an error in the e-mail address of a recommender, or if the recommender has now chosen to send a paper letter of recommendation, you may edit that information.
- **Add New Recommender** This will allow you to send a letter of recommendation request to a new individual not listed on the original application for admission.

### PDF Letters of Recommendation

If a recommender does not wish to submit a LOR online, or has difficulty doing so, please follow these instructions:

1. Download the PDF copy of the [Letter of Recommendation](#) form, complete Sections 1 and 3, and save the completed form.
2. Send the form to your recommender. **You must include the postal address and/or e-mail address of the program to which you have applied** so your recommender will know where to send the form once completed. (You will find contact information on the [Program Requirements](#) webpage.)
3. Please be aware that only [online](#) recommendation letters are tracked on the Online Application System. You will not be able to track LORs that are submitted by e-mail or sent by post. Those should be sent directly to the graduate program to which you apply. **LORs should not be sent to the Office of Admissions.**



### Financial Statement

This form is required for the purpose of issuing the visa eligibility form (Form I-20). No Form I-20 will be issued until we receive documentation that you have sufficient financial resources to cover your annual expenses. The [Financial Statement](#) should be uploaded to your application account, not sent by e-mail. While your application form will be processed without this form, if you choose to wait until you receive our admission decision before doing so, it will cause a 6-8 week delay in the issuance of your I-20.

Consult the [Estimated Annual Expenses](#) for the amount of money a typical student spends in the current academic year at Iowa State. U.S. consular officers typically require that an amount equal to one full year of support be readily available, such as in a bank, and that you have a documented source of support for the following years. For confidentiality purposes, we strongly urge you to cross out the bank account number on any bank documents prior to uploading.

If your government or another agency is sponsoring you, the letter of award should include the dollar amount of the scholarship, the number of years it will be provided, and the degree for which the support is given.

**Graduate assistantships** Graduate assistantships are awarded on the basis of academic and/or professional excellence. Recipients receive tuition reduction and a stipend (salary) to work approximately 10 or 20 hours per week on assigned professional responsibilities,

such as teaching or research. Assistantships do not always cover the full cost of attendance; in those cases, the applicant must cover the remaining costs. We ask that you indicate the maximum amount of funds you can provide for your own support annually on the Financial Statement.

### Uploading Documents

In order to save you the time, effort, and expense of mailing supplemental application materials such as academic records, departmental forms, and financial documentation, Iowa State encourages you to upload your supplemental materials at the time that you complete your online application for admission.

Uploaded materials will be used to make the admissions decision. Only if you are offered admission to Iowa State will you be required to submit official academic records and financial documents. **Do not send any hard copy academic records until you have been offered admission and have decided to matriculate.**

**Documents may be uploaded at the same time that you submit your online application, or at a later time.** The following are required:

- Scanned copies of official academic records and degree statements issued by any institution where you earned (or will earn) a bachelor's or comparable undergraduate degree, and any institution attended after that (e.g., graduate work, postgraduate diplomas, etc.)
- Student copies of your examination results (GRE, GMAT, TOEFL, IELTS, etc.)
- Any supplemental forms or materials required by the graduate program as indicated in the [Program Requirements](#)
- The [Graduate Financial Statement](#) and supporting bank document.

Please do **not** upload the following:

- Secondary and/or pre-university records
- Merit certificates or certificates of participation
- Undergraduate records of only one semester enrollment or 15 credits or less UNLESS taken after your degree
- Web-based advising reports or online transcripts
- Transcripts labeled "unofficial" or "grade report"
- Credential evaluations (i.e., WES, ECE, etc.)
- Theses or dissertations

### Scanning Tips

- Save your documents as **PDF** files. We will not accept TIFF, JPEG, or Word files.
- If scanning transcripts from multiple schools, scan them as individual files.
- When scanning an English translation of a foreign language document, scan the English translation first.
- Ensure that the institution name and other identifying marks are not missed during the scanning process.
- If your academic record includes a legend or key which provides information on the university grading scale, please include **ONE** copy of that page.
- Scan the document at the lowest resolution possible to produce a legible document (maximum 300 dpi). The file size cannot exceed 3MB (3,000 KB).
- If the scanned file is still too large, make a photocopy of the document and then scan the photocopy.
- Please review the image after scanning to ensure it is legible. If it is not, delete it, and experiment with different scanner settings until you find one that results in a legible document.



## Managing Your Documents

Once you have submitted your application, a list of the unofficial documents attached to your application can be found in this section of the Online Application System. You can also upload new documents at any time. A link is provided to the Program Requirements page of the program(s) to which you are applying so that you can ensure you submit all required supplemental documents.

## Difficulty in Uploading/Scanning

We understand that not all applicants have the ability to prepare scanned legible documents for upload to the online application system. Your application will receive full consideration as long as your official transcripts are in the Office of Admissions by the appropriate deadline.

**Important Note:** Iowa State reserves the right to rescind any offer of admission if any discrepancies are found between your uploaded and official academic records and test scores, if altered or forged records are submitted, and if any essay, personal statement, or other supplemental materials include plagiarized information. If this information is discovered after matriculation at the institution, disciplinary action may be taken up to and including dismissal from the university.

## Application Processing

Upon receipt of the online application, all required academic records (transcripts), and satisfactory examination results, the Office of Admissions logs in your materials and make them available to the graduate program(s) to which you have applied. If you have not uploaded the required academic records, your file will be marked "Incomplete" and an automated e-mail will be sent to you informing you that a required academic record is missing.

Each graduate program has its own processes for file review. Some may notify you when an item is missing; others consider it the applicant's responsibility to meet their published requirements, and will not contact you.

Some graduate programs do their review on a rolling basis, and others wait until February or March to begin their review. Please contact the graduate program directly for information on when their decisions are usually made.

The graduate program makes its admission recommendation to the Graduate College for the Dean's approval. Until the Graduate Dean has approved the admission recommendation, the program's decision is unofficial. Once approved by the Dean, the Office of Admissions receives the electronic file and takes formal action.

Some departments notify the applicant of their recommendation to the Graduate College; others prefer to wait until the Graduate College has approved the decision and formal notification can be sent by the Office of Admissions.

## Notification of Admission

If you are approved by the Graduate Dean for admission to the university, the Office of Admissions reviews the following:

1. If you will be on an F-1 or J-1 visa, Admissions reviews your financial documents to ensure you have made satisfactory arrangements to cover your educational and living expenses (and those of any family members) for the duration of your program. If not, you will be notified what is missing. If you have sufficient private funds, a full scholarship, or have been given full funding by the graduate program, your file will be released for issuance of the visa eligibility form (I-20 or DS-2019).
2. Your academic records will be reviewed, and you will be instructed to send hard copies of your official final academic records and degree statements. You should send them to the Office of Admissions at the address at the end of this document.

**[IMPORTANT NOTE: If all records are not received by the deadline you are given, your admission may be cancelled and your I-20 or DS-2019 terminated in the US Student and Exchange Visa Information System (SEVIS).]**

3. The admission letter (and I-20 Form) will be forwarded to you by post. Some graduate programs will pay for express mail service. Contact the program to discuss that option if it is urgent that you receive your admission materials quickly.
4. All materials submitted in support of your application of admission become the property of Iowa State University and will not be returned in original or copy.

## Questions and Contacts

It is always our pleasure to assist students in their application process; however, we do ask that students read all instructions carefully before contacting us, as answers to your questions may have already been addressed.

In order to better serve you, please also note below which office should be contacted regarding application issues:

Office of Admissions	Graduate Program
Application fees	Application deadline
Online application form	Letters of recommendation
Uploading documents	GRE/GMAT examinations
English proficiency exams	Admissions/denial decisions
Academic records/degrees	Assistantship decisions
Visa Forms	Express mail requests



Enrollment Services Center

## Contact Us

Mailing Address:  
Office of Admissions  
100 Enrollment Services Ctr.  
Iowa State University  
Ames, IA 50011-2011  
USA

Tel. 1 (515) 294-5836  
Fax 1 (515) 294-2592  
[grad\\_admissions@iastate.edu](mailto:grad_admissions@iastate.edu)  
[www.admissions.iastate.edu](http://www.admissions.iastate.edu)