



COLLEGE *of*
CHARLESTON

GRADUATE SCHOOL
UNIVERSITY OF CHARLESTON, S.C.



INTERNATIONAL APPLICANT
INFORMATION PACKET
ACADEMIC YEAR 2017-2018



MEMORANDUM

TO: International Applicants
FROM: Susan L. Hallatt, Director of Graduate Admissions
RE: Application Requirements

Thank you for your interest in the Graduate School of the University of Charleston, South Carolina (UCSC) – the College of Charleston. Since you are an international applicant, there are some additional requirements you must fulfill in order to complete your degree-seeking application.

The following original documents (or copies in the case of visa and passport documents) must be received by the Graduate School (UCSC) before your application file will be sent for review to your chosen Program’s Admission Committee:

1)	Credential evaluation (course by course) of all non-U.S. college or university transcripts—pages 4-5
2)	Official scores from tests for English Proficiency (TOEFL® or IELTS)—page 6
3)	Information about your current visa—page 7
4)	A copy of your current passport.

Please see the *Graduate Catalog*, available online at <http://catalog.cofc.edu/index.php>, for additional information regarding the above requirements and the admissions criteria for your program of interest.

When we have received the materials above, along with all regular application criteria outlined in the *Catalog*, your file will be routed to the admissions committee for a decision. If you are accepted into the program, you will be sent an acceptance package including an Acceptance of Offer form. When you return this form to the Graduate Office confirming your intentions to enroll, a copy of your acceptance material will be sent to the Center for International Education on your behalf. That office will then take the necessary steps to issue your I-20 form to you so that you may obtain an F-1 student visa.

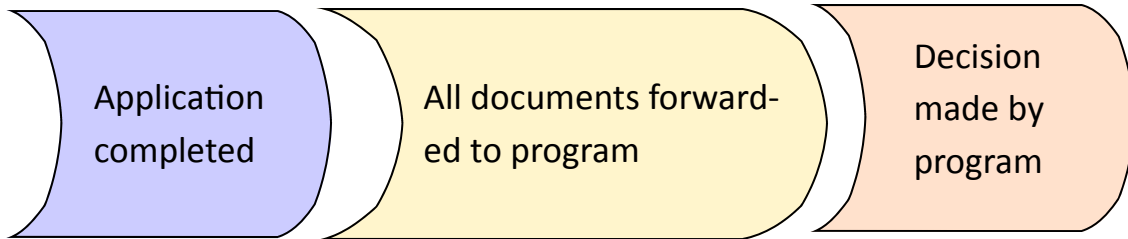
Please do not hesitate to contact me at 1 (843) 953-5614 or hallatts@cofc.edu with any questions regarding the admissions criteria or the application process. If you have any questions regarding the student visa application process, please contact Melissa Ochal in the Center for International Education at ochalm@cofc.edu or visit their website at <http://international.cofc.edu/>. Best wishes for success with your application.

Deadlines for International Applicants

The deadlines for completed International applications are April 1 for the Fall semester and August 1 for the Spring semester. **If an individual program’s deadline falls BEFORE these dates, the International Applicant must adhere to the program deadline.**



Admissions Process Timeline



If accepted, a copy of the acceptance letter and application are forwarded to the Center for International Education to begin Visa process

Acceptance of offer form returned by applicant

Applicant changed to learner in the system, may begin registration process



CREDENTIAL EVALUATION SERVICES

World Education Services, Inc.

Tel: 212-966-6311

E-mail: info@wes.org

Bowling Green Station

PO Box 5087

New York, NY 10274-05087

Educational Perspectives

Tel: 312-421-9300

E-mail: info@eduperspective.org

PO Box 618056

Chicago IL 60661-8056

Educational Credential Evaluators

Tel: 414-289-3400

E-mail: eval@ece.org

PO Box 514070

Milwaukee WI 53203-3470

One Earth International Credential Evaluations

Tel: 608-205-8189

E-mail: eval@oneearthevaluations.org

1360 Regent Street No. 122

Madison, WI 53715





CREDENTIAL EVALUATION SERVICES

What the College of Charleston Requires

International applicants to a graduate program at The Graduate School of the University of Charleston, South Carolina (UCSC) - the College of Charleston are required to have their official university transcripts showing coursework, degrees received, marks, etc. sent to one of the credential evaluation services listed on the next page as soon as possible.

Some of the information needed by the Graduate School (UCSC) from the evaluation service includes:

- An assessment of the degree you earned in relation to its equivalency to a U.S. degree such a baccalaureate, master's etc.
- An assessment of your grade point average in relation to the U.S. grading system of A = 4.0, B=3.0, etc.
- A statement of the main course of study (major) which you undertook.
- A course-by-course evaluation of your undergraduate career.

International applicants are encouraged to contact the evaluation services listed by telephone or email, or visit their website for information on fees and kinds of services.

What the Credentialing Service Requires

You must provide the following to the evaluators:

- Clear and legible, original OR certified/notarized (attested) photocopies of all "original" educational documents.
- All foreign language (non-English) documents must be accompanied by a certified English translation. These translations **MUST** be complete, literal, word-for-word, and in the same format as the original document. Names of degrees, diplomas, and/or certificates should appear in the "**native language**" and **not** be translated into U.S. terms such as B.A., M.S., etc.

When submitting to one of the evaluators listed, be sure to use that service's guidelines (available on their websites) when preparing your documents.



ENGLISH LANGUAGE PROFICIENCY EXAMINATIONS

Who must take an English Language Proficiency Examination?

- If English is not your native language then you must take a standardized test of English language proficiency. Currently, we accept either the TOEFL® (Test of English as a Foreign Language) or the IELTS (International English Language Testing System).

Who MAY be considered to be exempt from taking the an examination?

- Applicants who have earned an undergraduate degree from an accredited US institution are eligible to waive the TOEFL/IELTS application requirement.
- Program directors may also petition the Graduate School Office to waive TOEFL/IELTS requirement on an individual student basis.

Where do I find out about taking one of the accepted examinations?

- You can find out more about taking the TOEFL® by visiting the Educational Testing Service website at <http://www.ets.org> and clicking on the TOEFL® link.
- For information about the IELTS, visit <http://www.ielts.org>.

What scores must I achieve when taking an examination?

The Graduate School (UCSC) requires an overall band score for the IELTS of 6.5 (academic format only).

The required minimum scores for the TOEFL® vary from program to program and range from 79-100. You should check your program of interest's website for details on individual minimums.

How soon should I take the examination?

- You should take the examination no later than 12 weeks prior to the deadline for the program in which you are interested at the Graduate School (UCSC).



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US VISA INFORMATION

Anyone who already has a U.S. visa (such as an H-1B, H-4, J-1 or J-2), or permanent residency which enables you to study in the U.S., must submit copies of their immigration documents to the Graduate School as part of the application process. Be sure to complete that section of the application for international students with this information as well! If an international applicant is seeking a student visa (F-1), the process for applying for this status will be handled by the Center for International Education. For more information about the F-1 student visa process, please visit the Center for International Education's website (<http://international.cofc.edu/>) For more direct information, please contact Ms. Melissa Ochal, Associate Director of International Education, ochalm@cofc.edu.

