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System of Maryland

## UNDERGRADUATE-BACHELOR'S DEGREE APPLICATION FOR INTERNATIONAL STUDENTS

Thank you for your interest in Towson University.

Attached is an undergraduate-bachelor's degree application and information on how to complete Towson's admission process. These materials are for international students who already have applied or will be applying for a F-1 (student) or J-1 (exchange) visa.

### TO COMPLETE YOUR APPLICATION FOR UNDERGRADUATE-BACHELOR'S DEGREE ADMISSION:

1. Read carefully the *Information Sheet for International Undergraduate Bachelor's Degree Applicants* before completing any forms.
2. Be sure that Towson offers an academic program which meets your educational interests and goals. A listing of bachelor's degree programs can be found at [www.towson.edu/intladm](http://www.towson.edu/intladm).
3. Complete the *Application for International Students - Undergraduate-Bachelor's Degree Admission* (Form A) and enclose the application fee of \$30 USD.

**DEADLINES:**    Fall (September) semester    Apply by June 1  
                         Spring (January) semester    Apply by December 1

4. Complete the *Listing of Educational Experience* (Form B).
5. Obtain the financial statements described on the *Financial Certification Page*.

The completed application form, transcripts, test scores, financial documents and application fee must be mailed to:

**Office of International Admissions  
Towson University  
8000 York Road  
Towson, MD 21252-0001, U.S.A.**

If you have any questions about undergraduate bachelor's degree admission to Towson, please contact us or visit our Web site at [www.towson.edu/intladm](http://www.towson.edu/intladm).

Office of  
International Admissions  
  
Towson University  
8000 York Road  
Towson, MD 21252-0001, USA  
  
t. 410-704-6069  
f. 410-704-6070  
e. [intladm@towson.edu](mailto:intladm@towson.edu)

# Information Sheet for International Undergraduate–Bachelor's Degree Applicants

## Application Procedures

To be considered for admission to Towson University, international students must prove they have completed a full secondary school program and received a leaving/graduation certificate which allows them to pursue university studies in their home country.

The following materials must be submitted before an admission decision can be made:

### 1. Completed Application for International Students – Bachelor's Degree Admission (Form A) and \$30 USD Application Fee

The application fee may be paid by a check or money order made payable in U.S. dollars to Towson University, or by credit card using the credit card authorization form at [www.towson.edu/intladm](http://www.towson.edu/intladm).

### 2. Secondary (High) School Transcript

Official transcripts or mark sheets (with school seal or notarization) of all secondary school work must be submitted. Examination certificates, a leaving/graduation certificate or the equivalent documents from your home country must also be included. If the original language of the records is not English, a certified translation should be attached to the original documents.

### 3. Post-Secondary School Transcript

Applicants who have attended post-secondary school (colleges, universities or professional schools) must submit official academic records or mark sheets (with school seal or notarization) from each school attended. If the original language of the records is not English, a certified translation should be attached to the original documents.

### 4. English Proficiency

One of the following is required for non-native English speakers:

- Test of English as a Foreign Language (TOEFL) score of at least 500 (paper-based) or 173 (computer-based) or 61 (internet-based). More information can be found at [www.toefl.org](http://www.toefl.org) or by calling +1.609.771.7100.
- SAT I score of at least 470 on the Verbal section. More information can be found at [www.collegeboard.com](http://www.collegeboard.com) or by calling +1.212.713.8000.
- International English Language Testing System (IELTS) score of at least 6.0. IELTS is jointly managed by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examinations. More information can be found at [www.ielts.org](http://www.ielts.org).
- Grade "C" or better in a college-level composition course from an accredited U.S. school or other English-language college program approved by Towson University.
- Completion of Towson University's English Language Center (Level IV) program. More information can be found at [www.towson.edu/elc](http://www.towson.edu/elc) or by calling +1.410.704.2552.

### 5. Financial Certification (Form C)

Applicants must provide official statements of financial resources which guarantee all educational and personal expenses for the intended year of study. See the enclosed section on financial certification.

### 6. Photo ID

Applicants must submit a copy of their photo passport ID which bears their complete legal name.

## Special Notes

### TRANSLATIONS

All documents and academic records submitted with an application must be translated into English and notarized.

### ON-CAMPUS HOUSING

Applicants who desire on-campus housing must complete Section 1: "Attendance Plans" of Form A. **On-campus housing is limited. Priority is given to applicants who are admitted and enrolled early.**

### FORM I-20

A Form I-20 or DS-2019 to obtain the F-1 (student) or J-1 (exchange) visa will be issued after a student is officially admitted to the university.

### IMMUNIZATION REQUIREMENT

All admitted students must show proof of tetanus-diphtheria booster within the last ten (10) years. Students born on or after January 1, 1957, are required to show proof of 2 doses live measles, 1 dose mumps, 1 dose rubella (alternative 2 doses MMR). **Doses given before the first birthday are not valid.** Students born before January 1, 1957, are only required to show proof of immunity to rubella, either by blood titer test or injection date, and tetanus-diphtheria booster as described above. Tuberculosis skin testing will be performed upon arrival at Towson at the Dowell Health Center. The immunization health history form sent to every student must be completed in English, signed by a physician (medical doctor) and returned to Dowell Health Center before registration for classes.

### TRANSFER CREDIT

Advanced standing for course work completed at other post-secondary schools is determined by an official Evaluation of Transfer Credit made by the university. Applicants who accept an offer of admission must also accept the procedure used by the university to evaluate their previous course work. The university may require applicants to obtain a detailed (course-by-course) evaluation of their previous course work from an independent credential evaluation agency. Applicants must pay any fees required by such agencies. The university often refers applicants to World Education Services, Bowling Green Station, P.O. Box 5087, New York, NY 10274-5087, p: 212-966-6311, f: 212-739-6100, [info@wes.org](mailto:info@wes.org).

To receive advanced standing for course work completed abroad, applicants must have university-level courses taught at schools approved by the Ministry of Education in that country. Courses must be equal in content and quality to those offered at Towson and must be completed at a level above the minimum passing grade. Applicants may be required to submit course descriptions at any time during the evaluation process. Final evaluations will not be made until applicants have enrolled.

### COMPLETE LEGAL NAME

Applicants must provide their complete legal name as it appears in their passport to avoid delays in obtaining a U.S. visa.

### CORRESPONDENCE

All contact information, especially e-mail address, must be current and accurate. Applicants should contact the Office of International Admissions if their contact information changes during the admissions process.



# Application for International Students Undergraduate-Bachelor's Degree Admission

# Form A

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APPLICANT: Complete, sign and return the application form with a check or money order for \$30 USD (made payable to Towson University) to the Office of International Admissions.

## 1. Attendance Plans

SPRING (JANUARY) 20 \_\_\_\_ (year) (Deadline - December 1)     FALL (SEPTEMBER) 20 \_\_\_\_ (year) (Deadline - June 1)    DO YOU WANT ON-CAMPUS HOUSING?     Yes     No

## 2. Personal Data

A. SOCIAL SECURITY NUMBER: \_\_\_\_\_ (If you do not have a number, the university will assign you a temporary number to be used only at Towson University.)

B. COMPLETE LEGAL NAME: \_\_\_\_\_ (AS IT APPEARS IN YOUR PASSPORT) (PLEASE PRINT) FAMILY NAME FIRST NAME

PREFERRED NICKNAME: \_\_\_\_\_ PREVIOUS SURNAME: \_\_\_\_\_ (OPTIONAL: USED FOR MATCHING DOCUMENTS SENT UNDER PREVIOUS NAME(S); NOT USED TO DETERMINE ELIGIBILITY FOR ADMISSION)

C. YOUR ADDRESS: \_\_\_\_\_ NUMBER AND STREET/BOX NUMBER APT. NO. \_\_\_\_\_ CITY PROVINCE OR STATE POSTAL CODE COUNTRY

D. TELEPHONE: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ COUNTRY CODE CITY CODE HOME PHONE COUNTRY CODE CITY CODE OTHER PHONE

FAX NUMBER: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_ (IMPORTANT NOTICES WILL BE SENT TO YOU VIA E-MAIL) COUNTRY CODE CITY CODE

E. NAME OF:  PARENT  GUARDIAN  SPOUSE: \_\_\_\_\_

HIS/HER ADDRESS: \_\_\_\_\_ NUMBER AND STREET/BOX NUMBER APT. NO. \_\_\_\_\_ CITY PROVINCE OR STATE POSTAL CODE COUNTRY

TELEPHONE: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ COUNTRY CODE CITY CODE HOME PHONE COUNTRY CODE CITY CODE OTHER PHONE

## 3. Biographical Data

A. DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CURRENT AGE: \_\_\_\_\_ GENDER:  Male  Female MONTH DAY YEAR

B. CITIZENSHIP: Are you a U.S. citizen?  Yes  No  
Country of citizenship: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
If you currently hold a U.S. visa, please indicate the type and date of expiration: Visa type: \_\_\_\_\_ Date of expiration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ MONTH DAY YEAR  
Do you wish to apply for an F-1 (student) status at Towson University?  Yes  No  
If you are in the U.S. on an F-1 (student) status, which school issued your Form I-20? \_\_\_\_\_ (Submit a photocopy of your I-94 card, the small white card in your passport.)

C. NATIVE LANGUAGE: Is English your native language?  Yes  No If no, what is your native language? \_\_\_\_\_

D. ENGLISH PROFICIENCY TEST (required of all applicants for whom English is not their native language):  
TOEFL DATE(S): \_\_\_\_ / \_\_\_\_ , \_\_\_\_ / \_\_\_\_ MONTH YEAR MONTH YEAR  
IELTS DATE(S): \_\_\_\_ / \_\_\_\_ , \_\_\_\_ / \_\_\_\_ MONTH YEAR MONTH YEAR





# Financial Certification

To be considered for admission, international students must provide financial statements to cover all costs for at least their first year of study at Towson. The cost breakdown is listed below. On-campus employment is permitted. Authorization to work off campus must be granted by the U.S. government. Students who are admitted to Towson will be issued a Certificate of Eligibility (Form I-20 or DS-2019) so they can apply for an F-1 (student) or J-1 (exchange) visa at the U.S. embassy or consulate in their home countries.

- Financial statements must have the original signatures of the sponsor and bank official.
- Photocopies or faxed copies of financial statements are not acceptable.
- Students may be sponsored by a parent, relative, friend, government agency, scholarship agency or themselves. Students may have more than one sponsor. Each sponsor must submit financial statements for the funding they provide.
- Sponsors may reside in the U.S. or abroad. If a sponsor's bank account is in one of the following countries, original monthly bank statements for at least three consecutive months must also be submitted: *Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Congo, DRC, Cote D'Ivoire, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Kenya, Lesotho, Liberia, Malawi, Mali, Mozambique, Namibia, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe.*
- Financial statements should be dated within six months of the application date or semester of entry.
- Financial statements must reflect an additional \$9,000 for a spouse or \$5,000 for each child accompanying the student.
- Students residing with a sponsor in the United States must provide a letter certifying that living expenses (room and meals) will be provided in addition to \$23,000 for tuition, fees and personal expenses.
- Copies of the financial statements will be needed when applying to the U.S. embassy or consulate for the student F-1 (student) or J-1 (exchange) visa, so students should prepare two sets of documents.
- Actual costs that a student incurs during the nine-month school year can vary, particularly for off-campus housing, meals, living expenses and programs of study.
- University tuition, fees, housing and meal costs are subject to increase annually.
- All students are charged a \$325 enrollment fee. Students who live on campus are charged a \$350 room deposit.
- A \$50 fee is charged for any check returned unpaid by a bank. A 17 percent collection fee will be charged on all delinquent accounts.
- For the most current table of estimated expenses, please consult our Web site at [www.towson.edu/intladm](http://www.towson.edu/intladm).

## Estimated Expenses for 2009–2010

	Fall Semester (SEPTEMBER TO DECEMBER)	Spring Semester (JANUARY TO MAY)	Annual Total (NINE MONTHS)
<b>TUITION and FEES</b>	\$ 9,100	\$ 9,100	\$ 18,200
<b>ROOM and MEALS</b> (DOUBLE ROOM)	\$ 4,450	\$ 4,450	\$ 8,900
<b>TOTAL</b>	\$ 13,550	\$ 13,550	<b>\$ 27,100</b>
<b>PERSONAL EXPENSES</b> (APPROXIMATE)	\$ 1,350	\$ 1,350	\$ 2,700
<b>BOOKS AND SUPPLIES</b>	\$ 500	\$ 500	\$ 1,000
<b>HEALTH INSURANCE</b>	\$ 600	\$ 600	\$ 1,200
<b>TOTAL</b>	\$ 2,450	\$ 2,450	<b>\$ 4,900</b>
<b>GRAND TOTAL</b>			<b>\$ 32,000 USD</b>



# Financial Statement – Sponsor

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# Form C

ALL sections must be completed for admission consideration.

A. APPLICANT'S NAME: \_\_\_\_\_  
(PLEASE PRINT) FAMILY NAME FIRST NAME

B. SPONSOR'S NAME: \_\_\_\_\_  
(PLEASE PRINT) FAMILY NAME FIRST NAME RELATIONSHIP TO APPLICANT: (I.E. FATHER, AUNT, FRIEND)

C. SPONSOR'S ADDRESS: \_\_\_\_\_  
NUMBER AND STREET CITY STATE/PROVINCE POSTAL CODE COUNTRY

SPONSOR'S TELEPHONE NUMBER: \_\_\_\_\_  
COUNTRY CODE CITY CODE

SPONSOR'S E-MAIL ADDRESS: \_\_\_\_\_

SPONSOR'S FAX NUMBER: \_\_\_\_\_  
COUNTRY CODE CITY CODE

D. SOURCE OF FINANCIAL SUPPORT:	AMOUNT FOR FIRST YEAR OF STUDY:
<input type="checkbox"/> Student's personal savings	\$ _____
<input type="checkbox"/> Funds from family or sponsor	\$ _____
<input type="checkbox"/> Funds from government or an agency (INCLUDE A COPY OF THE AWARD LETTER)	\$ _____
<input type="checkbox"/> Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

I certify that the information on this form is a true and accurate statement.  
The funds stated above will be provided for each year of study at Towson University.

Please note: If the account is in more than one name, all account holders must sign below.

Sponsor's Signature (or applicant's if self-supporting) \_\_\_\_\_ Date \_\_\_\_\_

Additional Signature (if needed) \_\_\_\_\_ Date \_\_\_\_\_



# Financial Statement – Bank

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ALL sections must be completed for admission consideration. Three (3) consecutive months original bank statements must accompany this form if the bank account is held in one of the countries listed on the "Financial Certification Page"

A. NAME OF BANK: \_\_\_\_\_

B. BANK ADDRESS: \_\_\_\_\_  
NUMBER AND STREET CITY STATE/PROVINCE POSTAL CODE COUNTRY

C. NAME AND TITLE OF BANK OFFICIAL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
COUNTRY CODE CITY CODE

FAX NUMBER: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
COUNTRY CODE CITY CODE

D. NAME OF ACCOUNT HOLDER(S): \_\_\_\_\_

E. TYPE OF ACCOUNT AND NUMBER: \_\_\_\_\_

I certify that the above named person has sufficient funds on deposit to afford the annual educational expenses of \$32,000 USD at Towson University. This certification is offered with no responsibility on the part of this financial institution.

Signature of Bank Official \_\_\_\_\_ Date \_\_\_\_\_

Official Stamp or Seal of Bank:

Return this completed form to:  
Towson University  
Office of International Admissions  
8000 York Road  
Towson, MD 21252-0001, USA  
f. 1-410-704-6070