

**Application for Admission
to the M.A. or PhD in Political Science,
Southern Illinois University Carbondale**

Everything an international (non-U.S. citizen) student needs to make an application is contained in this file.
PLEASE NOTE that all application materials must be mailed directly to the Department at the address below:

Director of Graduate Studies
Department of Political Science
Southern Illinois University
Carbondale, Illinois 62901-4501 USA

An application is completed when the Department has received:

- _____ Application form (filled out completely and signed)
- _____ Three letters of recommendation (preferably from individuals who are familiar with your academic work)
- _____ Statement of purpose
- _____ Transcripts from all institutions listed on the application form
- _____ Application fee (\$45.00 payable to SIUC)
- _____ GRE scores (valid only if sent directly by ETS)
- _____ Confidential financial statement
- _____ TOEFL score (valid only if sent directly by ETS)
- _____ Curriculum vitae (optional)

General Information

1. The minimum requirements for admission to the master's program are (1) graduation from an accredited four year college or university; (2) have completed four or more courses in social science, humanities, or related disciplines; (3) a 2.7 (4-point scale) overall grade point average or, alternatively, a 2.9 overall grade point average for the last two years of undergraduate work; and (4) a 3.0 average in government or political science.
2. An applicant will not be considered for admission to two or more departments concurrently.
3. Questions regarding particular course and programs should be addressed to the Department, not the Graduate School.
4. Assistantships provide a stipend plus tuition waiver and have a 10 or 20 hour per week teaching, research, or service requirement and are awarded on a Department-wide competitive basis. Fellowships provide equivalent benefits without duty requirements and are awarded on a University-wide competitive basis. Applicants who wish to be considered for fellowships must submit completed applications for admission no later than January 15. Applicants who submit completed applications for admission by February 15 will be considered for graduate assistantships. No separate application for assistantship support is necessary.
5. The Department must receive completed applications from domestic students three months, and from international students six months, prior to the term for which they seek admission.
6. Applicants who fail to enroll in courses for the initial term for which they applied will be required to update their applications by notifying the Department and the Graduate School in writing. Applicants who register in courses more than one year after the term for which they first applied will be required to complete the entire application process again.

Application Information for International Applicants

You must submit the following materials to the Department of Political Science:

- **A Graduate School application form.** Please print out a copy of the application you have submitted online or the one contained in this file and mail it to the Department with your other application materials.
- **You MUST submit with your application materials a photocopy of the page in your passport which lists your name and date-of-birth.** No action will be taken on your application until this is received. Please send this copy WITH the photocopy of your application form.
 - If you are unable to obtain a passport until you have proof of admission, please submit a statement to this effect with your application materials. You will then be required to present your passport to the Admissions Office upon your arrival.
- **You must have an official TOEFL score report sent directly to SIUC from ETS.** SIUC's school code is 1726. You must also send a photocopy of your Examinee Score Report to the Department with your application materials. If you have recently attended another U.S. institution, please send a photocopy of the Examinee Score Report for the TOEFL score you submitted for admission to that institution. For students applying from overseas, TOEFL scores must be no more than 24 months old from the test date to the month of admission to SIUC. For additional questions concerning the TOEFL requirement, you may contact gradschl@siu.edu.
- **Official transcripts or certified photocopies of transcripts / marksheets and diplomas from all university level institutions attended:**
 - For all work taken at U.S. institutions, you must request that the institution send an official transcript directly to the Department. **You must ask that it be mailed to the Department, not just to SIUC.**
 - **Students from China** - you must submit photocopies of all transcripts and diplomas for all degrees in Chinese that have an official red school seal or embossed school seal and Registrar's signature. Diplomas must state that you were "awarded" or "granted" a bachelor's (or higher) degree. Graduation certificates are not acceptable. English translations of transcripts and diplomas must also be submitted; they need not be certified. Grades must be listed numerically or in Chinese characters.
 - **Students from Taiwan** - Official transcripts must have the grades listed numerically. Letter grades are not acceptable.
 - **Students from India, Pakistan, Bangladesh and Nepal** - you must submit copies of individual marksheets and diplomas as issued by the university you attended (not the college). Consolidated marksheets are not acceptable. Marksheets and diplomas must have an original certification from the university, if possible, or the college - Registrar's Office or Controller of Exams. Also acceptable are certifications from the U.S. Educational Foundation in India.
 - **For most other countries**, the Graduate School requires official documents in both English and the native language (Europe, South and Central America, Russia and the former Soviet republics, eastern Europe, French-speaking Africa and Canada). The Graduate School considers the document in the native language the official credential. It must have an official school seal and Registrar's signature. English translations are also required, but need not be certified.
 - For countries that issue official documents in English, native language documents are not required. These include Korea, Thailand, Japan, Taiwan, the Philippines, Sri Lanka, English-speaking Africa, and Arab countries.
 - Diplomas in the native language are required from Malaysia, Brunei and Indonesia.

- Educational documents from Ireland and the United Kingdom are issued in letter format and must provide the results of the applicant's final examination (that is, First Class, Second Class, etc.).
- **Other materials required by the Department:**
 - A nonrefundable application fee of \$40.00.
 - Three letters of recommendation
 - A Statement of Purpose
 - GRE scores. Please have an official score report sent by ETS directly to the Department. SIUC's school code is 1726. The code for the Department of Political Science is 1902.

SEVIS / Immigration requirements: Since the implementation of the new SEVIS / Immigration tracking system for international students, a substantially longer period of time is required to process admission papers and to issue I-20's after the department has made the decision to recommend your admission to the Graduate School. For this reason, we recommend that you submit all documents required by your department 9 to 12 months in advance of the term for which you wish to obtain admission.

- If you will arrive at SIUC August 1, 2003 or later, you must have an I-20 issued in the SEVIS system.
- You are allowed to arrive 30 days before the arrival date specified on your I-20 form.
- You must report to the International Students and Scholars Office (Northwest Annex Building) as soon as possible after your arrival on campus.
- You are required to register as a "full-time" student each fall and spring semester. As an international graduate student, 9 hours is considered fulltime (fall and spring semesters) if you do not have a graduate assistantship. If you have an assistantship, you must register for 6 hours of graduate credit coursework; this is considered full-time. You are not required to register in the summer semester unless you have traveled on a summer I-20 and it is your first semester, or you have an assistantship contract. You must then register for 3 credit hours.
- You must register for the required number of credits before the end of the second week of classes in the fall and spring semesters, and before the end of their first week of classes in the summer. **You may not drop below the required number of hours without prior permission.** Contact Dr. Ratna Sinha in the Graduate School, Woody Hall B114 for more information.
- You must report your local address to the Registration Office in Woody Hall B104 as soon as possible after your arrival and your securing of housing. You must also report any future address changes within 15 days of your move to a new location.
- You will be expected to complete all degree requirements by the date listed in #5 on your I-20: "The student is expected to **..complete studies no later than _____**". The granting of extensions will be rare, & will be considered only for highly unusual circumstances beyond the student's control. Should you find yourself in this situation, contact Dr. Ratna Sinha in the Graduate School **several months before your I-20 expires**. If you remain enrolled after the end date on your I-20 and without an extension approved prior to that time, you will be considered "out of status" (illegal).
- If you have any further questions about these requirements, please contact Ms. Lu Lyons (llyons@siu.edu) in the Graduate School Admissions Office, Woody Hall B103, or Dr. Ratna Sinha, Associate Director of the Graduate School in Woody Hall B114 (rsinha@siu.edu).
- For more information on the general admissions process, registration and financial assistance, please see the Graduate School web site at: <http://www.siu.edu/gradschl>

****IMPORTANT****
READ ADMISSIONS INFORMATION ABOVE BEFORE COMPLETING
APPLICATION FOR ADMISSION TO GRADUATE DEGREE PROGRAM
GRADUATE SCHOOL
Southern Illinois University Carbondale, Illinois 62901

It is the policy of Southern Illinois University Carbondale to afford equal educational opportunities to qualified persons regardless of race, religion, sex, ethnic background, or physical disability.

Please Print or Type

1. Legal Name _____ / _____ / _____ 2. _____ / _____ / _____ / _____ / _____ / _____
family name first name middle name Social Security Number

3. Date of Birth _____ 4. **Other names used on your records:** _____
Month/Day/Year

5. Address which correspondence should be sent: _____
number and street or rural route

_____ *city or town state/country zip phone number*

6. Permanent Home Address in Country of Citizenship: _____
number and street or rural route apt. no.

_____ *city or town state/country zip code U.S. County*

7. How long have you lived at the line 6 address? _____ 8. E-mail address: _____

9. Fax number: _____

10. Are you a citizen of [] Yes _____ / _____
the United States? [] No *If no, what country? country of birth Type of Visa or P.R. Registration No.*

If you are a Permanent Resident of the United States, please attach a copy of Resident Alien Card. PLEASE NOTE: If you are not a U.S. citizen, you must attach a copy of the page in your passport which lists your name and date of birth.

The information for lines 11-13 is requested for institutional research and reporting purposes only. None of the information you provide will be used in any way to make admission decisions.

11. [] Female [] Male 12. Veteran? [] Yes [] No

13. (Check one) [] American Indian/Alaskan Native [] Black-Non Hispanic Origin [] White-Non Hispanic Origin
[] Asian or Pacific Islander [] Hispanic [] International Student

14. Degree for which you are applying: [] Nondeclared (non-degree) [] Master's [] Doctorate

15. Proposed Major: (POLS) Political Science Concentration: _____

16. Term and year for which you are applying: [] Fall (August) [] Spring (January) [] Summer (June) Year _____

17. Undergraduate Major: _____ 18. Previous Graduate Major: _____

19. If your native language is not English, regardless of citizenship, did you take the Test of English as a Foreign Language (TOEFL)? [] Yes [] No When did you (will you) take it? _____ **Please send a photocopy of TOEFL score with your application.** *month/year*

20. Have you taken the (please circle) GRE, MAT, GMAT? [] Yes [] No When did you (will you) take it? _____
month/year

21. Have you ever attended SIUC? [] No [] Yes (*List all dates on item 23*) 22. SIUC Identification Number: _____

23. **List ALL colleges/universities attended (INCLUDING SIU):** Please do not abbreviate names of schools.**

Name of School	Location	Dates of Attendance				List all Degrees with Dates			
		From		To		Earned		Expected	
		Month	Year	Month	Year	Degree	Date	Degree	Date

****HAVE EACH INSTITUTION ATTENDED, INCLUDING SIUC, FORWARD AN OFFICIAL TRANSCRIPT of your record to the DEPARTMENT.** All college transcripts become the property of SIUC. NO ACTION CAN BE TAKEN ON YOUR APPLICATION UNTIL ALL CREDENTIALS ARE RECEIVED. I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University or subject to dismissal. I certify that the statements I have made on this application are correct and complete.

24. Signature of Applicant _____ Date _____

STATEMENT OF PURPOSE

SEND ALL APPLICATION MATERIALS TO:

Director of Graduate Studies
Department of Political Science
Southern Illinois University
Carbondale, IL 62901-4501

Name: _____

In the space below and overleaf, and if necessary on attached sheets, describe your scholarly, academic, and career goals. Your statement should include discussion of the intellectual and experiential reasons for your interest in political science and your long-term goals in research and teaching. **PLEASE TYPE.**

RECOMMENDATION FOR ADMISSION TO THE GRADUATE PROGRAM

Director of Graduate Studies
Department of Political Science
Southern Illinois University
Carbondale, IL 62901-4501

Name of applicant _____

Name of referee _____

To the applicant: Under the Privacy Act of 1974, you have the right to inspect and review confidential letters and confidential materials. If you wish to waive this right, please sign the following statement: *I hereby waive my right to examine this evaluation and understand that its contents will not be shared with me.*

Signature _____ Date _____

To the referee: Please give your full and frank appraisal of this applicant's intellectual potential and other qualifications for graduate study in political science on this or an attached sheet and send directly to the address above.

Compared with other students you have had, in what range would you place this applicant?

Top 5% [] 5-10% [] 10-25% [] 25-50% [] lower 50% []

Signature _____ Title _____ Date _____

Institution _____

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Top 5% [] 5-10% [] 10-25% [] 25-50% [] lower 50% []

Signature _____ Title _____ Date _____

Institution _____

The Graduate School Southern Illinois University Carbondale

Information Sheet for Application for Admission ---International Forms

Please review thoroughly the general information provided below.

The Campus

Southern Illinois University Carbondale is 100-miles southeast of St. Louis, Missouri. The University was chartered in 1869 and is fully accredited by the North Central Association of Colleges and Secondary Schools. There are approximately 22,300 students enrolled. International students total more than 1,300 representing 103 countries.

Educational Records

All applicants must submit official transcripts of all universities attended. U.S. schools must send their transcript directly to the Department. A transcript from a foreign school must be certified by an officer in the Registrar's Office of the school issuing the document. Photocopies without this certification will not be accepted. Applicants are advised to maintain contact with their major department. Failure to do this may make it impossible for the department to take any action on your application. PLEASE USE THE SAME FAMILY NAME ON ALL MATERIALS AND CORRESPONDENCE SUBMITTED.

TOEFL

All graduate students whose primary spoken language is not English must obtain a score of 550 or better on the TOEFL in order to be considered for admission. A 600 TOEFL is required in a few programs. Completion of an intensive English program will not substitute for the TOEFL. The TOEFL must have been taken no more than 24 months prior to the semester for which the applicant is seeking admission. If a foreign-born applicant has recently completed at least 100 semester hours of graded

coursework at an accredited institution in the United States of America, the applicant will be given the same consideration for admission to a graduate degree program as a U.S. citizen, in regard to the use of English as a foreign language. For information on the TOEFL write to : Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540, U.S.A.

International Students and Scholars

International Students and Scholars provide a wide range of services and programs for international students. They are located at 860 Lincoln Drive in the Northwest Annex, Wing B, Room 133, Carbondale, Illinois 62901, and may be contacted about housing, financial, and other general questions.

Financial Resources

If you are a student new to SIUC, you should have assured financial resources of not less than \$22,000.00 (United States dollars) for each year you are to be a student at the University. Estimated minimum expenses (exclusive of travel cost) are:

Room and Board (12 months) (varies) \$9,000.00
Tuition and Fees \$13,000.00
Total \$22,000.00

If you have attended SIUC before Fall Semester of 2004, this amount will be only \$20,000.00.

Graduate Students from abroad will be considered for fellowship or assistantship awards in open competition with American students on the basis of scholarship. These awards provide financial support in varying amounts for the academic year plus remission of tuition but not other fees. Assistantships are subject to income taxation. Applications forms for either award may be requested from the major department and must be returned to the major department by February 1 to be considered for the fall semester.

Admission Procedure

Your application for admission to SIUC should include the following information:

1. An application form.
2. Financial Statement (reverse side of this page).
3. Your official academic credentials.
4. Official TOEFL report, if required, sent from Educational Testing Service.
5. Three letters of recommendation from your major professors if requested by the department.
6. Other information as deemed necessary by the Graduate School and your major department.

APPLICANTS ARE ADVISED TO SUBMIT THEIR APPLICATIONS AT LEAST SIX MONTHS PRIOR TO THE TERM IN WHICH THEY ARE SEEKING ADMISSION. FAILURE TO DO SO MAY RESULT IN NOT BEING ADMITTED FOR THE TERM IN WHICH YOU ARE SEEKING ADMISSION.

CONFIDENTIAL REPORT
Southern Illinois University Carbondale

Financial Statement for Graduate International Students

NOTICE: This form must be submitted with the application form. Until you show that you have satisfactory arrangements to meet your financial obligations at SIUC, you will not be admitted.

Student Name: Mr. Ms. _____ Nationality: _____
 Mrs. (Family Name) (First) (Middle)

Current Address: _____
 January June

Proposed Department: _____ Enrollment Date: _____
 August Year _____

Have you previously attended SIUC? Yes No Degree(s) sought: Master's Ph.D

Are you a resident Alien? Yes No

If you are now in the United States, what type of visa do you hold?
 Student "F" Visa, Exchange "J" Visa, Visitor Visa, Other _____

NOTE: 1. Before you can be fully admitted, it is necessary for you to indicate that a minimum of U.S. \$22,000.00, (for students new to SIUC), will be available to you for each year of your proposed course of study at SIUC. For students who have previously attended SIUC, this amount will be \$20,000.00.
2. Due to currency exchange difficulties, we require certain students to advance at least one year's expenses to the university. We will notify students who fall into this category.

Source of Funds: Please complete section A, B, or C below.
The persons responsible for financing your education (A or B below) must sign this form on the appropriate line below and furnish us with official documentation of funds and amounts via a recent bank statement or letter from the sponsoring organization.
A. *Personal Sources:* (Parents, Friends, or Relatives)

This is to certify that I, _____, will provide funds in the amount of
U.S. \$ _____ per year for _____ during his/her studies at SIUC.
(Name of Student)

Signature of sponsor: _____; Relationship: _____

Address: _____

B. *Organization furnishing financial assistance:* (Government grants or other sources)

A scholarship or fellowship Effective Dates:
Amount of award: U.S. \$ _____ From _____ To _____

Source of funding _____

C. *SIUC Assistantship or Fellowship:* _____ Are your studies totally dependent
(Department to which you have applied) upon award? Yes No

Dependents/Health Insurance
Are you Married, Unmarried? If married, do you plan to bring your spouse and/or children to the U.S.? Yes No
IMPORTANT: If you bring your family to the U.S., we require that you show proof to the U.S. Consulate of financial resources for their support in the amount of U.S. \$3,000 per year for a spouse and U.S. \$1,500 per year for each child. SIUC also requires that you purchase health insurance for any dependents that join you in the U.S. for the duration of their stay. (For more information, contact International Students and Scholars.)

**To be signed by student:* I certify that the statements given by me in this form are complete and accurate. Furthermore, I take all financial responsibilities should my source of funding (as specified above) stop.

(Signature of Student)

(Date)

Please note: If you have any questions pertaining to the requirements for obtaining a financial clearance for admission, please contact Ms. Michelle Neill in the International Students and Scholars Office (ISS) at (618) 453-7663 or mneill@siu.edu. Her fax # is (618) 453-7660.

