

International Application Reference Information

- Reference # One:
Application Request Chart

- Reference # Two:
International Applicants Checklist
And Information

Reference Document # One

International Application Request Chart

Applicant: _____ Country: _____

School: _____ For Academic Year: _____

Requirements	Requesting Entity			Comments
	International Student Services Office	UIC Office of Admissions and Financial Aid	Council on Social Work Education	
Transcripts		Yes	Yes	Have attested
Proof of Degree	Yes	Yes	Yes	
Foreign Credential Evaluation			Yes	Certified translations
Evidence of Financial Support	Yes	Yes	Yes	The Declaration of Finances document required for first year of attendance.
(Over Please)				

Requirements	Requesting Entity				Comments
	International Student Services Office	UIC Office of Admissions and Financial Aid	Council on Social Work Education	Jane Addams College of Education	
TOEFL/IELTS Exemption	Yes	Yes		Yes	Minimum Scores: TOEFL: Paper-based exam - 550 Computer-based exam - 213 IBT: Writing - 21 Speaking - 20 Listening - 17 Reading - 19 Total Score - 80 IELTS Scores: Listening - 6.0 Writing - 6.0 Reading - 6.0 Speaking - 6.0 Total Score - 6.5 Canada exempted because of agreement between CSWE and the Canadian equivalent organization
CSWE Certification of BSW Equivalency			Yes	Yes	

January 12, 2015 Revision

Reference Document # Two

International Applicants Checklist

Applicant: _____

University/College: _____

Country: _____

Requirements	Submission	Other Comments
1. Transcript(s)	All international applicants must submit.	See attached reference document, pages 1 to 4.
2. Proof Of degree	All international applicants must submit.	See attached reference document, page 2, second paragraph.
3. Evaluation of academic credentials by a foreign credentials service	Required only if the college or university from which the applicants has graduated does not use the United States grading system. Submission may be helpful if there are questions regarding the number of credit hours taken at an international university even if the service is not required.	See reference document, page 4.
4. Evidence Of financial support	All international students must provide evidence of support to cover their first year of graduate study. The evidence is required after the applicant has been admitted.	See reference document, pages 6 and 7.
5. CSWE certification of BSW Equivalency (for undergraduate social work majors)	Applicants who earned an undergraduate degree in social work outside the United States, within the last six years, must have the Council on Social Work Education (CSWE) determine if the degree is the equivalent of a bachelor's degree in social work if the applicant is interested in applying for Advanced Standing status.	See reference document, page 7.
6. Passing TOEFL/ELTS scores or TOEFL/ELTS exemptions	Scores or exemptions are required.	See reference document, pages 5 and 6.

International Application Information

Definitions

• **International applicants** are citizens or permanent residents of a country or political area other than the United States and who have residence outside of the United States to which they expect to return. They are, or propose to be, temporary residents in the United States for educational purposes.

• **Permanent residents** are persons who have become official permanent residents of the United States.

• **Other Non-citizen applicants** are persons granted temporary residence in the U.S., conditional entrance into the U.S. parolee, refugee, or asylum status and who may be in the process of becoming permanent residents. Early application is essential to allow time for review of documentation and for entry visa processing. You must possess an acceptable Bachelors degree based on four or more years after grade 12 (or the equivalent) from an accredited and approved institution of higher learning. If you have completed your baccalaureate studies outside of the United States, be sure to include all postsecondary school transcripts along with a listing of all studies completed to date; grades or examination results received (including both failing and passing grades); maximum and minimum grades obtained; rank in class; degrees, diplomas, and certificates earned; and length of the school year.

TRANSCRIPTS

We understand that from the viewpoint of many countries, the word "transcript" is an American term. When the Office of Admissions asks you for transcripts, we are actually asking for a copy of your academic record which includes courses taken, course descriptions, credits earned or hours completed, and posted grades. The following academic records are always acceptable as "transcripts":

- Bosnia & Herzegovina--Index or Upsinica
- Croatia--Indeks or Uvjerjenje
- Germany—Scheinen or Student Reported Summary which has been certified by the university
- Poland--Indeks
- India, Pakistan, Bangladesh, Sri Lanka--Marksheets (*see below)
- Countries following the Bologna Agreement—Transcripts. A diploma supplement may also be required.

Marksheet

Some institutions provide a separate sheet for each year or semester which details the classes taken and marks achieved by a student. The following are some criteria which the Office of Admissions requires when evaluating marksheets:

- They should be issued on a yearly or semesterly basis
- Marks secured, minimum passing marks, and maximum marks should be shown
- They should be unconsolidated. Consolidated marks will not be accepted under any circumstance.
- Marksheets may be issued by the university or the college.
- Marksheets should be attested by the university or college Registrar, Controller of Exams, Dean or Principal. See the sections on Official vs. Unofficial documents and Attestation for more details.
- Marksheets should clearly list the course name. If all that is shown is Paper I, II, and III or Exams I, II, III for a certain subject, the Office of Admissions will ask for a syllabus or course descriptions.
- Always provide the back of the marksheets if any information regarding courses or grading policies is listed on it.

Proof of Degree

The Office of Admissions requires proof of all degrees that a student has earned. This should be an attested copy of your diploma or degree certificate. It should state the type of degree you were awarded, the fact that it was granted to you, and the date of conferment. Keep the following in mind when submitting proof of degree:

- Exam and Pass Certificates are not acceptable. Certificates stating that you passed the final or degree examination will not be used in place of a degree. Certificates stating that you successfully passed a degree or a final semester will also not be used.
- Provisional degrees will be accepted if the final degree has not yet been issued. The Office of Admissions will take a provisional degree certificate or provisional degree statement as long as it explicitly states that you have qualified for the degree and that it will be conferred at a future date or convocation. It must be issued by the University; not the college. Provisional degrees should be submitted in the same format as other official documents. If a provisional degree is accepted the Office of Admissions will not require the submission of the final degree at a later date (will likely require an official attested copy of the provisional degree).

Diploma Supplement

The supplement provides a description of the nature, level, context and status of the studies a student pursued and successfully completed.