International Applicant Instructions

1. Check with the [Graduate Catalog and/or](#) your program of interest to determine the documents you will need for your application. These must be in PDF format. Potential documents include (not all are required for every type of application):
   a. Unofficial transcripts – From every college or university that you have previously taken courses regardless of whether the courses also appear as transfer courses on another school’s transcript (may be submitted with every type of application)
   b. Personal Statement – An essay that addresses your interest in graduate school, reasons for applying, your proposed field of study, the strengths and abilities that you would bring to the program, and your career objectives (must be submitted with every application)
   c. Cover Letter
   d. Goals Essay
   e. Letter of Good Standing
   f. Copy of your Professional Certification
   g. Copy of your Professional License
   h. Resume
   i. Curriculum Vitae (CV)
   j. Supervisor Letter of Support
   k. Copy of your Teaching License
   l. Writing Sample(s)

2. Go to the [Application Login page](#)

3. On the Admissions Login page, choose “Sign Up”

4. Enter your “First Name”, “Last Name”, and “Email Address”

5. You will receive an email with a link to set your password. Follow this link to create a new password. Passwords must use at least 12 characters and contain three of the following types of characters: (1) uppercase, (2) lowercase, (3) number, (4) special character: !@#$%^&*()_+-={}\[\]\\|;:',.?/`~><"  

6. After that you can start a new application and fill out the requested fields.

7. Any requested documents, such as resume, unofficial transcripts, or CV, will need to be uploaded as PDFs.

8. Once all items have been completed, select the “Review your application” button
9. Pay the non-refundable $65 application fee. The application fee must be paid for the application to be submitted.

10. Documents marked as not received are still under review from the School of Graduate Studies.

University Requirements

International student application materials should be received by the following deadlines:

- April 29 - fall semester
- September 29 - spring semester
- February 1 - summer session (For programs that start in the summer only)

The School of Graduate Studies must be notified of any change in the entering date after admission has been granted. Individual programs may have earlier admission deadlines and additional requirements. For information regarding individual programs of study, applicants should contact the department whose program he or she wishes to enter and consult the [Graduate Catalog](#).

*These standards and materials are required of all applicants regardless of program.*

*Individual program requirements are additional to the following:*

1. **A bachelor's degree from a regionally accredited institution.** European students with three-year Bologna bachelor's degrees and Indian students with three-year bachelor's degrees from Indian Universities ranked A (3.01 - 4.0) through the NAAC accreditation process will be considered to have equivalent four-year degrees. Degrees from non-accredited institutions or from institutions outside the U.S. will be evaluated on an individual basis.

2. **Applicants must meet one of the following GPA requirements:**
   - 3.0 on a 4.0 scale.
   - 16 on a 20-point scale.
   - 80.0 from Chinese institutions.
   - 1st Class, 2nd Class Honors, or 1st and upper 2nd Division from Indian institutions.
   - Upper 2nd Class Honors on various British systems.
   - Other grading systems will be evaluated upon receipt of transcripts.
3. **A completed admissions application**

A completed admissions application is required. Other grading systems will be evaluated upon receipt of official transcripts. Please note that the ETSU School of Graduate Studies provides this general GPA converter as a free service to convert specific grades to a 4.0 scale. Applicants whose transcripts come from a country with multiple grading systems may wish to pursue a more specific GPA converter (such as offered by WES).

4. **A brief, typewritten essay written in proper English.** The essay should address your areas of interest in graduate school, especially your proposed field of study, abilities or strengths you bring to the program, and your career objectives.

5. **One unofficial transcript from every college or university where the applicant has taken courses including proof of all degrees received.** If the records are not in English, certified translations that are attested by the awarding institution must be sent in addition to the official documents. Notarized copies and third-party attestations are not acceptable. Individual-year mark sheets from Indian institutions are required. Summary mark sheets are not accepted.

   - An official transcript from every college or university must be submitted by the end of your first semester. Official transcripts must be placed in official sealed envelopes from the institution. Do not request copies of official transcripts in advance. Instructions on how to submit official transcripts will be provided, if accepted to the program.

6. **Certification of English Proficiency:** Graduate students whose native language is not English must submit one of the following:

   - Test of English as a Foreign Language (TOEFL)
     - Score of 79 (Internet-Based)
     - Score of 550 (Paper-based)
   - International English Language Testing System (IELTS)
     - Score of 6.5
   - PTE Academic score of 53 or higher
   - Documentation showing the successful completion of the ELS Language Centers level 112 course.
   - Proof of degree from an accredited U.S. institution.
○ All international students who receive a tuition scholarship or graduate assistantship must sit for an oral English proficiency interview immediately upon their arrival at ETSU.

7. **Insurance Coverage:** All international students are required to have acceptable insurance coverage against illness and accidents. The health and accident insurance must be maintained throughout the student's enrollment at ETSU.

8. Qualified international students may be considered for graduate non-degree admission to ETSU only as
   - Visiting students during vacation/breaks from other collegiate institutions in the U.S.
   - Non-Degree students enrolled in ETSU courses offered outside the U.S.
   - Non-Degree students enrolled in appropriate ETSU campus classes. Students in category 3 who are on ETSU IAP-66s (J-1 status) must pursue programs of full-time study approved by the School of Graduate Studies, International Programs and Services, and the appropriate academic division.

9. **Payment of Application Fee**
   Pay the non-refundable application fee. The application fee will be required before the application is submitted.

**Recommended**

- Documented evidence of financial resources sufficient to support the student during the period of enrollment must be sent to International Programs. For more information regarding the estimated cost of attending ETSU per calendar year click here (figures subject to change) or contact International Programs and Services.
- Check the Graduate Catalog for additional departmental requirements such as GRE scores or Letters of Recommendation.

A student must be admitted, submit financial documentation, and have his or her degree confirmed before the university can issue an I-20 or DS-2019 form needed to obtain a visa. The university will not enroll any student who has not been approved initially or for transfer by the
Immigration and Naturalization Service (INS) to attend East Tennessee State University. International students accepted for graduate study will receive a letter of acceptance from the university. This letter and the SEVIS I-20 form furnished by the university must be presented to the consular office of the United States to which the applicant applies for a student visa. ETSU will not accept visas issued for admission to other colleges or universities. International students admitted to graduate study are encouraged to arrive on campus two weeks prior to the beginning of classes and should contact International Programs and Services as soon as they arrive. It is the responsibility of a non-immigrant applicant to comply with current INS regulations regarding collegiate enrollment. New INS regulations may prohibit the enrollment of an individual in B-1 or B-2 status. International Programs and Services administers the university's foreign student (F status) and visitor exchange (J status) programs. Other non-immigrant applicants may consult with this office.

In all cases the final decision to admit or reject an applicant rests with the university through the Dean of the School of Graduate Studies.