

Instructions

Metropolitan State University (Metropolitan State) is asking you to provide information which includes private and/or confidential information under Minnesota and U.S. law. The university is asking for this information in order to process your application. You are not legally required to provide the information the university is requesting. However, the university may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent.

- 1. Complete the International Student Undergraduate Admission Form printing clearly in dark ink.** Applications will not be reviewed until all documents are received. Allow a minimum of three weeks for processing. Applications not completed by deadlines will be deferred to the next semester (excluding summer).

International Student Application Deadlines			
Applicant	Term	Deadline	Semester Begins
Transfer Students	Fall Semester	June 15	Last week in August
Transfer Students	Spring Semester	November 15	Second week in January
Overseas Applicants	Fall Semester	May 1	Last week in August
Overseas Applicants	Spring Semester	October 1	Second week in January

Freshmen Students:

A freshman is a student starting college or university for the first time or transferring with less than 16 credits. Usually this student is directly out of secondary school with no college/university experience.

- Your academic performance will be evaluated for acceptance to Metropolitan State. If your grade reports are not issued with a U.S. 4.0 grading system our Admissions Office will evaluate your ECE report to determine eligibility. Freshmen students need to have a 3.0 Grade Point Average (GPA) in an American equivalent system.

A transcript from the secondary school must be submitted directly to Metropolitan State from the issuing school. Foreign transcripts must be evaluated by an accredited agency. Educational Credential Evaluators Inc. (ECE) is one of such agency (www.ece.org). The type of evaluation report should be general for students who have only a high school diploma and a course by course report for students who have earned credits beyond high school. It often takes six to eight weeks to receive a report, so it is important to send transcripts well in advance so that the report is received by the application deadline date. Metropolitan State is not responsible for any delays in receiving the reports.

- Proof of English proficiency. (See number 2)
- Financially self-sufficient and able to provide proof of at least US \$24,859.

Transfer Students:

A transfer student is one coming from another college or university with more than 16 college/university level credits. A transfer student can be transferring credits from a college/university overseas or within the U.S. All transfer credits must be from an accredited college/university.

- Transfer students need to have a 2.0 Grade Point Average (GPA) in an American equivalent system. If your grade reports are not issued with a U.S. 4.0 grading system our Admissions Office will evaluate your grade report or mark sheet to determine eligibility. You should have official transcripts sent from all U.S. colleges/universities you have attended. If you have attended a higher educational institution outside of the U.S. you should have your transcripts evaluated by ECE. The type of evaluation report should be a course by course report for students who have earned credits beyond high school. It often takes six to eight weeks to receive a report, so it is important to send transcripts well in advance so that the report is received by the application deadline date.
- Proof of English proficiency. (See number 2)
- Financially self-sufficient and able to provide proof of at least US \$24,859.

If you have fewer than 16 transfer credits, you must follow the freshmen student process. (See freshman student section).

For students transferring from another U.S. institution, the following documents are also required:

- a. A copy of the current I-20.
 - b. A completed transfer verification form (on our website). This form must be submitted directly to the Admissions Office from the current institution.
 - c. A copy of visa, I-94 card, and current passport.
2. **Proof of English Proficiency.** Official TOEFL test results must be sent directly from the testing center. TOEFL minimum scores are 500 (paper/pencil exam), 173(computer-based exam), or 61 (internet based exam). Metropolitan State's school identification number is 6445. Student copies are not acceptable.
3. **Financial Statement:**

To receive an I-20 and F-1 Visa, you must show that you have adequate funding to meet all the expenses that will be incurred in the student's proposed program of study. This amount is currently \$24,859 per year. You must submit a current (not over 90 days) and certified copy of your financial statement from a registered bank or savings institution in U.S. dollars showing adequate financial resources for one academic year. The I-20 will not be processed until we have received this information. Do not send this information to any other office except the Admissions Office.

If support is coming from outside of the U.S. then submit a certified letter or affidavit of support from the sponsor indicating that they will be responsible for all educational expenses and a bank statement showing availability of U.S. \$24,859 or more, plus the additional amount required for each dependent **Copies will not be accepted.**

Student sponsors are required to submit a notarized affidavit of support. This form can be found on www.uscis.gov (form I-134). Students that are showing personal bank statements do not need to submit an affidavit of support.

Please mail the completed application with a U.S. \$20.00 non-refundable application fee (Check or money order should be made payable to Metropolitan State University), all academic transcripts, TOEFL test scores, and certified financial statements to:

International Admission Office
Metropolitan State University
700 East Seventh Street
Saint Paul, Minnesota, 55106-5000.

For other questions about I-20 and other U.S. Citizenship and Immigration Services (USCIS) documents, students seeking admissions to the university should contact the Admissions Office at 651-793-1222.

4. Immunization Requirements

Minnesota Law (M.S. 135A, 14) requires all students born after 1956 be immunized against diphtheria, tetanus (every 10 years), mumps, and rubella. Minnesota high school students who graduated in 1997 or later are exempt from the immunization requirements. In addition, a student may be exempted for medical or conscientious reasons. Unless exempt, a student must provide immunization data at initial registration. An immunization form will be sent with the acceptance packet or is available on the university website.

5. Conditions for International Students (on F-1 Visa) at Metropolitan State University

- **Possess a valid passport and unexpired I-20 at all times.**
- **Maintain full-time student status with 2.0 GPA.** Undergraduate students must enroll for 12 credits per semester; graduate must enroll for 8 credits per semester. International students at Metropolitan State must be registered for fall and spring semester. A student may choose to be enrolled for summer semester. Students under special circumstances who cannot take a full-time course load **must** contact their International Student Advisor.
- **Covered by adequate medical insurance.**

Metropolitan State University Policy: “All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan, unless they can provide written verification that their government accepts full responsibility for any medical claims that might occur.” The only exception to this regulation is proof that the student is from a country that has national health insurance. A letter from the Embassy is required.

For the complete policy go to: <https://db.metrostate.edu/webapps/drep/Policy3000.pdf>

- **On-campus employment.** As an international student on F-1 visa status are eligible to seek on-campus employment (20 hours/week) upon enrollment. The university has limited on-campus job opportunities. Permission to work off-campus is given by UCIS only for certain restricted reasons, and only after nine months of full-time status at Metropolitan State University.
- **Compliance with F-1 visa rules and regulations.**
- **Non-resident tuition.** International students on F-1 visas are required to pay non-resident tuition. After an international student has completed two full time semesters at the university, they are eligible to apply to the tuition waiver program. See <https://db.metrostate.edu/webapps/drep/Policy3010.pdf> for more information.