

Graduate Application Checklist

Agent Checklist for International Admissions – Graduate
(Please include a copy of this completed checklist with every candidate application)

Candidates Full Name _____

Candidate's Country of Citizenship _____

Agent's Name _____

Agent's Email address _____

Is the candidate asking for full admission? (circle one) YES NO

Is the candidate asking for conditional acceptance? (circle one) YES NO

Please provide the following documentation:

_____ Completed application (www.plymouth.edu/webapp/graduate/user/apply/)

_____ Application fee (\$75 US for master's degree; \$100 US for post-master's degree)

_____ Original, official transcripts translated into English including a statement which indicates completion of a bachelor's degree (MINIMUM GPA on a 4.0 scale: MEd = 3.0; MBA = 2.5)

_____ Statement of interest and intent, written by the applicant. If the applicant is asking for conditional admission and intends to complete an intense English language program, they will be asked to write a second statement for admission consideration AFTER providing acceptable evidence of English language proficiency. This statement serves two purposes:

- Verification that the candidate has the writing skills to be successful in graduate school
- Ensures that PSU graduate admissions understands the goals of the applicant and can determine if the requested program will help the applicant attain stated goals.

_____ Proof of English language proficiency (TOEFL ibt = 80; IELTS = 6.5; PTE Academic = 58; ELS program level 112). NOTE: TESOL applicants must submit TOEFL scores.

_____ Should the candidate be asking for conditional admission and does NOT have the appropriate language proficiency documentation, please indicate how the candidate intends to work on that proficiency (please circle):

ELS Center YES NO

IELTS, PTE Academic or TOEFL exam YES NO

When is it anticipated that proof of English language proficiency will be supplied to PSU?

_____ Professional résumé including work, educational, & community service experiences of the applicant.

_____ Three letters of recommendation from past or present supervisors, professors, or colleagues.

_____ Verification of finances dated within the past 30 days to confirm that the candidate has the resources to study and live in the US for one academic year.

_____ Completed PSU International Graduate Student Certification of Finances form.

_____ A copy of the candidates valid passport.

_____ Copies of any I-94s and I-20s held by the candidate from previous educational experiences in the US.