Admission Policy

All required records and forms must be received in the Office of International Education prior to admission. Emporia State University (ESU) has a rolling admissions policy. This means applications are processed as they are received for the semester requested or the next available semester. When all documents have been received it will take 2-4 weeks to process your application. There are three academic semesters in the year.

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<tr>
<th>Session</th>
<th>Begins</th>
<th>Deadline for Receiving Documents</th>
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<tr>
<td>Fall</td>
<td>August</td>
<td>May 1</td>
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<td>Spring</td>
<td>January</td>
<td>October 1</td>
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<tr>
<td>Summer</td>
<td>June</td>
<td>March 1</td>
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</table>

Academic Records

Official copies of academic records of all studies completed in secondary schools, colleges, and universities must be submitted to the Office of International Education. The name of the institution where a student is currently enrolled must also be included. Unofficial photocopies of academic records will not be accepted. To be official, each copy must bear the original stamp or seal and a signature of a school officer or other authorized official attesting that it is a true copy of the original document.

Academic records should list the subjects studied each year, and grades earned. University or college records should also show the number of units, or weekly lecture and laboratory hours in each subject. Copies of degrees, diplomas, or certificates should also be submitted. All records must be in English. Records from US or Canadian schools must be official copies sent directly from the registrars office to the Office of International Education at ESU.

Financial Support

ESU requires students to provide proof of financial support. A bank statement may also be required in some cases. Student Employment opportunities on campus are available. A limited number of scholarships are also available.

Expenses

Cost of attendance for one academic year (two semesters) at ESU may be estimated at $16,000 (Tuition—$10,000, Room and board—$4,500, Books and supplies—$900, Health insurance—$600); based on 2004–2005 rates—subject to change each year. An estimated $5,000 should be added for students planning to attend summer school.

Health Matters

Students will be asked to complete a medical history form at the time of enrollment. International students are required to have health insurance. This may be purchased during enrollment at ESU. A tuberculin skin test is required and is available at the ESU Student Health Service. Students must provide written proof (immunization records or statement from your doctor) of having had 2 MMR immunizations and a current Tetanus booster (within the last 10 years.) This documentation must show the date and type of inoculation received.

Visa

Upon acceptance for admission, international students receive an official letter of admission and a Certificate of Eligibility Form I–20 or DS-2019 from ESU. Students must take the form to the nearest United States Embassy or
Consulate to get a visa. Students also may be required to present supporting documents demonstrating their ability to pay all of their expenses for at least their first year of study in the U.S.

**English Proficiency**

Non-native English speaking students must have the equivalent of a TOEFL score of 525 (undergraduate) or 550 (graduate) before enrolling in a full academic program. If you do not meet these scores or have never taken TOEFL, you will be required to take the ESU English Placement Exam to verify your English proficiency. Graduate students with a TOEFL score below 575 are required to take a course in English Communication skills.

**Intensive English Program**

Emporia State University offers both intermediate and advanced courses for students who need to improve their communication skills. We do not offer a beginning level; therefore the recommended minimum TOEFL score for entry into our Intensive English Program is 400 (undergraduate) or 450 (graduate). The duration of time to complete the Intensive English Program is based on the English Proficiency Test score as well as the student's initiative and performance in class. Students may be allowed to enroll in one or more academic courses while enrolled in the Intensive English Program depending on their placement scores.

**TOEFL**

For more information go to http://www.toefl.org/ or contact the United States Embassy.

**Conditional Admission**

Conditional admission for undergraduate programs can be offered based on academic records alone. Verification of English proficiency is required before a student can enroll in an academic program.

**Other Documents**

**Letters of Recommendation.** Three letters of recommendation regarding your English proficiency and qualifications for furthering your education at Emporia State University should be sent directly to: Office of International Education. (Letters must be written by instructors or employers.)

**Statement of Purpose.** Write a separate statement describing your major field of interest and objectives, your special interests and hobbies, and other reasons for attending Emporia State University.

**Photocopy of Passport.** Send a photocopy of your passport’s information page. Your name and picture must be visible. The name on your passport will be the name on your I-20.

**Advanced Standing Credit.** Credit may be granted for study completed at other universities in the United States and abroad. Such credit will be considered on a course-by-course basis. Please enclose original or certified true copies of transcripts from all institutions you have attended.

Office of International Education
Emporia State University
1200 Commercial, Box 4041
Emporia, KS 66801-5087, U.S.A.
### Graduate Degrees

**Doctor of Philosophy**
- Library and Information Management

**Masters of Arts**
- Biological Sciences
- English
- Social Sciences
  - American History
  - World History

**Masters of Arts in Teaching (MAT)**
- Social Sciences
  - American History
  - World History
  - Political Science
  - Geography
  - Sociology
  - Anthropology
  - Economics
  - Social Studies Education

**Master of Business Administration**
- Business Administration
- Accounting

**Master of Legal Information Management**

**Master of Library Science (MLS)**
- Library & Information Management

**Master of Music**
- Music (Vocal and Instrumental)
- Performance

**Master of Science**
- Art Therapy
- Biology
  - Botany
  - Environmental Biology
  - General Biology
  - Micro and Cellular Biology
  - Zoology
- Business
  - Business Education
- Counselor Education
  - Mental Health Counseling
  - School Counseling
  - Student Personnel
- Rehabilitation Counseling
- Curriculum and Instruction
  - National Board Certification
  - Curriculum Leadership
  - Effective Practitioner
- Early Childhood Education

### Undergraduate Degrees

**Bachelor of Arts**
- Art
- Biology
- Chemistry
  - Biochemistry Concentration
  - Environmental Chemistry
- Communication
  - Public Communication
  - Career & Professional
  - Public Relations
- Dramatic Arts
- Earth Science
- English
- Foreign Language
  - East Asia Studies
  - French
  - Spanish
  - German
- History
- Mathematics
- Music
- Physical Science
- Physics
- Political Science
- Psychology
- Social Sciences
- Sociology

**Bachelor of Fine Arts**
- Art

**Bachelor of General Studies**
- Degree program designed according to area of interest.

**Bachelor of Music**
- Music
- Performance

**Bachelor of Science**
- Art
- Biology
- Botany
- Environmental Biology
- Micro and Cellular Biology
- Zoology
- Chemical Engineering
- Computer Science
- Earth Science
- Dual Degree- Engineering
- Economics
- English
- History
- Mathematics
  - Dual Degree- Engineering
- Physics
- Political Science
- Psychology
- Recreation
- Rehabilitation Services Education
- Social Science
- Sociology

**Bachelor of Science in Business**
- Accounting
- Computer Information Systems
- Business Administration
- International Business Management
- Marketing

**Bachelor of Science in Education**
- Elementary
  - Art
  - Bicultural
  - Coaching
  - Early Childhood
  - Early Childhood Education
  - ESL
When do you wish to enroll?

Year: _________  ☐ January (Spring)  ☐ June (Summer)  ☐ August (Fall)

Name as it will appear on your legal documents:

__________________________________________________________________

Last (Family)       First                    Middle

__________________________________________________________________

Mailing address:
Street and Number   City       State/Province   Postal code   Country

__________________________________________________________________

Permanent address (home country):
Street and Number   City       State/Province   Postal code   Country

__________________________________________________________________

Sex:  ☐ Male  ☐ Female

Date of Birth (mo./day/year)       Place of Birth (city and country)

__________________________________________________________________

Country of Citizenship
__________________________________________________________________

Other names that may appear on your academic records
__________________________________________________________________

(Include country and area/city code for both Phone and Fax)
Telephone Number       Fax Number       Email
__________________________________________________________________

Program of study:
Degree       Major(s)       Area(s) of study
Visa type you plan to hold during your study at E.S.U.:

- (F-1) Student
- (J-1) Exchange Visitor
- Other: __________________

- If you are in the U.S. now, please send a copy of your original I-20 or DS-2019.
- If you are a U.S. Immigrant, please attach a copy of your Alien Registration Card.

I-94 admission number: __________________

Social Security number: __________________

Marital status:

- Single
- Married (If married, please list family members who will accompany you to E.S.U.)

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Sex (Male/Female)</th>
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Educational history: List, in order of attendance, every school you have attended. Include each primary, secondary, and post-secondary institution you have attended or plan to attend before enrolling at Emporia State University.

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<thead>
<tr>
<th>Institution Name</th>
<th>Location</th>
<th>Dates attended</th>
<th>Diplomas</th>
<th>Date Received</th>
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Are you currently a student?  

- Yes  
- No

If yes, please be sure to include your current school in the educational history section above.

If no, what is your current occupation? ____________________________
Financial Information

You are required to certify that you will have available US$16,000 for your own expenses for your first academic year (9 months) of study at Emporia State University. This does not include travel expenses. You should also indicate how you will meet your expenses for subsequent years of study if you expect your program to require more than one year. Students who plan to attend classes during the Summer session will need an additional $5,000.

List the amount that you will have available for your first year of study at Emporia State University.
US$______________________

All bank statements, scholarship award letters, affidavits of support, etc. must have been issued within 6 months of the time you apply for admission. Attach verification of statements from banks, employers, private, and/or government sponsors.

All documents must:
• Be on official letterhead,
• Be signed by an official representative,
• State the amount of support (in US$),
• Carry the necessary official stamp and seal of the bank or sponsoring agency.

Kinds of financial support you will have available for your study at Emporia State University:

☐ Personal Savings ☐ My family ☐ My government ☐ Sponsor ☐ Other: _________________

A Certificate of Eligibility (I–20 or DS-2019) cannot be issued until an Official Statement of Financial Support or a Bank Statement is received.

English Proficiency:

☐ TOEFL
☐ Other: _________________

English test taken Score Date taken (month/day/year) Native language

___________________________________________________ __________________________

Please send official score report for verification. Copies of the score report will not be accepted.

☐ Please send me information about on-campus university housing.
☐ Please send me information about off-campus apartments.
☐ Please send me information about on-campus employment.
☐ Please send me information about scholarships.

List names and addresses of people you know who are currently attending Emporia State University or are living in Emporia or the United States:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Note to the Applicant

I hereby affirm that all information supplied on this form is complete and accurate. I understand that I will not be considered for admission until I have submitted all the required items listed below.

Date (mo./day/year)   Signature
_____________________________________________________________________________

Required items in addition to this application:

- Transcripts
- Financial statement
- English Proficiency Score (if available)
- Letters of recommendation
- Letter of purpose
- Photocopy of passport information page
- Application/processing fee:
  - Undergraduates (US$50.00)
  - Graduates (US$75.00)

Send to:

Office of International Education
Emporia State University
ESU Box 4041
Emporia, KS 66801-5087, U.S.A.
Telephone: (620) 341-5374
Fax: (620) 341-5918
E-mail: oisa@emporia.edu
Web Page: http://www.emporia.edu/oie