



Admission Procedures for International MBA Students
GRADUATE DIVISION
Academic Year 2009-2010

Valparaiso University welcomes applications from qualified international students. At present, over forty nations are represented in the University's international student population. In order to make the application process as easy and trouble-free as possible, please read and follow these guidelines carefully.

I. APPLICATION PROCESS

- *Application and Fee.* The completed graduate application (online at <http://www.valpo.edu/grad/apply/index.php>), together with a check for \$50 payable to Valparaiso University should be returned to the MBA Office at least two months before you intend to begin your course of study. In addition to the application form and fee, we must receive documents 1-4 below before we can consider you for provisional admission.
- 1. Academic Records. Certified, official transcripts (both original and English translations of all university courses which have been completed or attempted). The undergraduate transcript should indicate the degree earned. Copies should be sent directly to our office by the Registrar of your undergraduate and/or graduate university or institute.
- 2. Letters of Recommendation. Submit two letters in support of your application or two completed reference forms (online at <http://www.valpo.edu/grad/forms.php>) directly to the MBA Office from academic advisers, teachers, or sponsors.
- 3. Proof of English Proficiency. Test of English as a Foreign Language (TOEFL) score of at least 575 (230 computer-based or 90 iBT), or an INTERLINK Language Center Level 5, IELTS Level 6.5, or the equivalent. For information on the TOEFL, write to TOEFL, Box 899, Princeton, NJ 08540, USA (<http://www.ets.org/toefl/>). For more information about INTERLINK, see the back side.
- 4. Affidavit of Financial Support. Valparaiso University is required by the United States Immigration and Naturalization Service to determine that international applicants have sufficient financial resources to cover their expenses while in the USA. Depending on the circumstances, admission may be granted on a provisional basis until a notarized statement of your financial support has been received.
- 5. Passport. Provide a legible photocopy or fax copy of your passport, clearly showing your full name and date of birth.
- 6. Health Statement. A completed Valparaiso University Health Form must be on file in our office before you may enroll for classes. This form will be sent to you once you have been admitted.

All application materials, including letters of reference and official transcripts should be sent to: MBA Office, College of Business Administration, Valparaiso University, 1909 Chapel Drive, 104 Urschel Hall, Valparaiso IN 46383, USA

II. NOTIFICATION OF ADMISSIONS DECISION AND ISSUANCE OF THE "I-20" FORM

We realize that you need to know whether you have been granted admission to Valparaiso University at the earliest possible date. When we have received your completed application and fee, two letters of reference, either your TOEFL score or notification of your enrollment in our English language INTERLINK program (see backside), and an affidavit of financial support, we will review your materials for admission. Upon admission, our Director of International Students and Scholars, Moninder "Holly" Singh, will send you a Certificate of Admission, the Valparaiso University Health Form, and the necessary I-20 AB form for Immigration purposes. You will then need to apply for a student visa (F-1) at the nearest American Embassy. They will want to inspect the I-20 AB form, your passport, and your proof of financial support before issuing you the F-1 visa. You will also need to submit a completed and signed Valparaiso University Health Form. Full admission to the Graduate Division is not provided until all required documents have been received and reviewed by our office.

III. OTHER IMPORTANT INFORMATION

Full-time Enrollment. If you are studying on the F-1 visa, you are required by the US Immigration and Naturalization Service to successfully complete at least nine credit hours (5 courses) per two 7 week sessions (not including Summer); otherwise, your visa may be revoked. Decisions to withdraw from a course, take a leave of absence, or transfer to another school should be first discussed with the Director of International Students and Scholars at Valparaiso University.

Finances. As an international student at Valparaiso University, you must make your own arrangements for financing your expenses *before* you arrive in the U.S. A typical *estimate* of expenses, not including travel or vacations, for two semesters (with and without optional summer coursework) at the current tuition level is given below.

**32 Credits Per Year
(3 courses per each 7 week session)**

Tuition and fees	\$ 15,360.00
Living expenses, books, misc.	10,000.00
Transcript evaluation, if necessary - up to	150.00
Health Insurance (approximately)	<u>1104.00</u>
Total for nine months	\$26,614.00
Summer School (8 credit hours)	\$ 5120.00
Additional Living Expenses	\$ <u>2,000.00</u>
Total for 12 months	\$33,734.00

Financial Aid. Valparaiso University does not offer financial aid to international students registered in the Graduate Division. See also the section on “Employment” below.

Health Insurance. Valparaiso University requires that you purchase health insurance in order to help pay for major medical expenses, unless you can show proof of comparable coverage from your sponsors. International Students are strongly encouraged to buy into the University’s Student Accident and Sickness Plan.

INTERLINK. Students who need to improve their English language skills prior to graduate study at Valparaiso University are invited to enroll in the INTERLINK program. The INTERLINK program at Valparaiso provides intensive English language training, cultural orientation, social adjustment, and academic preparation for qualified international students, scholars, and professionals preparing to study and work in the United States. The curriculum focuses on reading, writing, grammar, listening, conversation, pronunciation, and study skills. Admission to the program is open to adults who have completed secondary school (high school) in good standing and are able to meet the education and living expenses of the program. For more information contact Becky Shelton, Director, INTERLINK Language Center, Heidbrink Hall 103, Valparaiso University, Valparaiso, IN 46383 USA. Telephone: 219.464.5518. Facsimile: 219.464.6846 email: Becky.Shelton@Valpo.Edu. Website: <http://www.valpo.edu/interlink/1/index.html>.

Employment. There are a limited number of part-time jobs available for international students on campus each year, so you should not expect to pay for educational expenses in this way. The Immigration and Naturalization Service generally does not permit any off-campus work during the first academic year. After that period of time, international students may, in special instances, be granted permission to work off campus.

We look forward to receiving your completed Application for Admission, and hope that we will be able to extend an invitation to join our University. If you have questions, please contact us.

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