APPLICATION INSTRUCTIONS - FOR INTERNATIONAL GRADUATE SCHOOL APPLICANTS
Southern Illinois University Carbondale
Carbondale IL 62901

The following is a list of documents that will be required by the Graduate School Admissions Office, and are in addition to other items required by the department. Before an application can be considered, the following information must be submitted.

- **Materials required by the Graduate School:**
  
  - The Graduate School application. Apply online at [http://gradschool.siu.edu/applygrad/](http://gradschool.siu.edu/applygrad/)
  
  - The program information you select will be the Master of Science Degree in Rehabilitation Counseling or Rehabilitation Administration.
  
  - You **MUST** submit a copy of the page in your passport which lists your name and date-of-birth. You can upload the copy as part of your application or send the copy directly to the address listed below. No action will be taken on your application until this is done. If you are unable to obtain a passport until you have proof of admission, please submit a statement to this effect in your application. You will then be required to present your passport to the Admissions Office upon your arrival.
  
  - You must have an official TOEFL score report sent directly to SIUC Graduate School from ETS. SIU’s school code is 1726. **You must also send a photocopy of your Examinee Score Report to the department at the address listed below.** If you have recently attended another U.S. institution, please send a photocopy of the Examinee Score Report for the TOEFL score you submitted for admission to that institution. For students applying from overseas, TOEFL scores must be **no more than 24 months old** from the test date to the month of admission to SIUC. For additional questions concerning the TOEFL requirement, you may contact Nancy Vorhees in the Graduate School at 618-453-4529 or visit [http://www.gradschool.siuc.edu](http://www.gradschool.siuc.edu)
  
  - **Materials required by the department:**
  
  - A non-refundable $65 fee is required to submit a complete application. You can either pay by check or credit card. If you pay by check, please make payable to Rehabilitation Institute and send it to the address listed below. An international money order, cashier's check, certified check or other check drawn on a U. S. bank is acceptable. If you pay by credit card, you must pay the fee with your online application. Applications will not be processed until this fee payment is received. This fee cannot be waived.
  
  - Official transcripts or certified photocopies of transcripts/marksheets and diplomas from all university level institutions attended.
  
  - The **MAT or GRE** is required if you are applying to Rehabilitation Counseling or applying for fellowships through the grad school. Please have a copy of your score report sent directly to the department at the address listed below or upload the report on your graduate school application.
  
  - Applicants must provide **four (4)** letters of recommendation. The recommendation form can be found within your graduate school application online.
A personal statement is required and can be uploaded on the application or sent directly to the department.

**Persons applying to the Executive Master’s Degree in Rehabilitation Administration Online** must have a minimum of 2 years of work experience before applying. Therefore, we ask you to upload your résumé or send it to the address listed below. It must include your work history, including position title, dates of employment and other accomplishments.

**Contact:**
Rehabilitation Institute
Michelle Mansfield, Program Assistant
Rehabilitation Counseling and Administration Program
1025 Lincoln Drive-MC 4609
Carbondale, IL 62901

- **Special requirements of the Graduate School for International Students:**
  - For all work taken at U.S. institutions, you must request that the institution send an official transcript directly to the department at the address listed above.
  - **Students from China** - must submit photocopies of all transcripts and diplomas in Chinese for all degrees. They must have an official red school seal or embossed school seal and Registrar’s signature. Diplomas must state that you were “awarded” or “granted” a bachelor’s (or higher) degree. Graduation certificates are not acceptable. English translations of transcripts and diplomas must also be submitted; they need not be certified. Grades must be listed numerically or in Chinese characters.
  - **Students from Taiwan** - Official transcripts must have the grades listed numerically. Letter grades are not acceptable.
  - **Students from India, Pakistan, Bangladesh and Nepal** - must submit copies of individual marksheets and diplomas as issued by the university you attended (not the college). Consolidated marksheets are not acceptable. Marksheets and diplomas must have an original certification from the university, if possible, or the college - Registrar’s Office or Controller of Exams. Also acceptable are certifications from the U.S. Educational Foundation in India.
  - **For most other countries, the Graduate School requires official documents in both English and the native language** (Europe, South and Central America, Russia and the former Soviet republics, Eastern Europe, French-speaking Africa and Canada). The Graduate School considers the document in the native language the official credential. It must have an official school seal and Registrar’s signature. English translations are also required, but need not be certified. For countries that issue official documents in English, native language documents are not required. These include Korea, Thailand, Japan, Taiwan, the Philippines, Sri Lanka, English-speaking Africa, and Arab countries.
  - Diplomas in the native language are required from Malaysia, Brunei and Indonesia. Educational documents from Ireland and the United Kingdom are issued in letter format and must provide the results of the applicant’s final examination (that is, first class, second class, etc.).
INTERNATIONAL APPLICANTS, PLEASE NOTE: Since the implementation of the new INS SEVIS tracking system for international students, a substantially longer period of time is required to process admission papers and to issue I-20’s after the department has made the decision to recommend your admission to the Graduate School. For this reason, we recommend that you submit all documents required by your department 6 to 9 months in advance of the term for which you wish to obtain admission.

Other SEVIS / BCIS Requirements (Bureau of Citizenship & Immigrations Services) (Formerly the INS – Immigration & Naturalization Service)

- You must have an I-20 issued in the SEVIS system.
- You are allowed to arrive 30 days before the arrival date specified on your I-20 form.
- You must report to the International Students and Scholars Office as soon as possible after your arrival on campus. There address is: International Programs & Services, 810 Lincoln Drive, B133 Northwest Annex, Carbondale, IL 62901. Telephone: 618-453-5774
- You are required to register as a “full-time” student each Fall and Spring semester. As an international graduate student, 9 hours is considered fulltime (Fall and Spring semesters) if you do not have a graduate assistantship. If you have an assistantship, you must register for 6 hours of graduate credit coursework; this is considered full-time. You are not required to register in the Summer semester unless you have traveled on a Summer I-20 and it is your first semester, or you have an assistantship contract. You must then register for 3 credit hours.
- You must register for the required number of credits before the end of the second week of classes in the Fall and Spring semesters, and before the end of their first week of classes in the Summer. You may not drop below the required number of hours without prior permission. Contact Dr. Ratna Sinha (rsinha@siu.edu) in the Graduate School, 618-453-4570 for more information.
- You must report your local address to the Registration Office in Woody Hall B104 and the department you are applying to as soon as possible after your arrival and securing of housing. You must also report any future address changes within 10 days of your move to a new location.
- You will be expected to complete all degree requirements by the date listed in #5 on your I-20: “The student is expected to. . . complete studies no later than _____. ” The granting of extensions will be rare, & will be considered only for highly unusual circumstances beyond the student’s control. Should you find yourself in this situation, contact Dr. Ratna Sinha in the Graduate School several months before your I-20 expires. If you remain enrolled after the end date on your I-20 and without an extension approved prior to that time, you will be considered “out of status” (illegal).
- If you have any further questions about these requirements, please contact Dr. Ratna Sinha (rsinha@siu.edu) or Ms. Lu Lyons (llyons@siu.edu) in the Graduate School Admissions Office.

For more information on the general admissions process, registration and financial assistance please see the Graduate School web site at: http://www.gradschool.siuc.edu

Additional instructions for Ph.D. applicants