Information for Graduate Applicants

Admission to graduate study is granted on the basis of evidence of suitable preparation and the probability of success in the intended field of study.

Application Instructions

Applicants must submit two separate application packets.

Application Packet 1:

The Office of Admissions

Return the following items to the Office of Admissions, Registration, and Records as a complete packet:

- University Application for Graduate Admission form.
- $50.00 non-refundable application fee*. The fee is good for one calendar year. Pay by check or money order. Do not send cash. Credit card payments can only be submitted with the online application at:
  http://www.pdx.edu/admissions/graduate-applicant
- One official transcript (in a sealed [closed] envelope from the issuing institution) from each post-secondary institution attended. (A transcript from PSU is not required.)
- Applicants whose native language is not English and who have not received a baccalaureate, master’s, or doctoral degree from the United States, Australia, English-Speaking Canada, Ireland, New Zealand, or the United Kingdom are required by the University to submit official TOEFL, IELTS or PTE-Academic scores as detailed on page 2.

Application Packet 2:

The Graduate Program Department

Return the following items to the specific graduate program department to which you are applying as a complete packet:

- The Graduate Application form provided by the specific department or the enclosed Departmental Graduate Admission Application form. CHECK WITH THE SPECIFIC DEPARTMENT TO SEE IF THEY PROVIDE A GRADUATE APPLICATION FORM/PACKET BEFORE FILLING OUT THE ENCLOSED DEPARTMENTAL GRADUATE ADMISSION APPLICATION.
- One transcript (official or unofficial, as requested by the specific department) from each post-secondary institution attended.
- Additional documentation as required by the department (applicants must contact the department for a list of required documents). These may include:
  - Letter(s) of recommendation (departments may have specific forms)
  - Official test scores (GRE, GMAT, etc.; TOEFL, IELTS or PTE-Academic for international students)
  - Essay or statement
  - Résumé
  - For those departments that require a departmental entrance exam, applicants must arrange a testing date.

Failure to supply complete and accurate information will delay the admissions process and subject the applicants to the University’s policies governing academic dishonesty.

Application Priority Deadlines

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<tr>
<th>Term</th>
<th>Deadline</th>
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<tr>
<td>Fall Term</td>
<td>April 1</td>
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<tr>
<td>Winter Term</td>
<td>September 1</td>
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<tr>
<td>Spring Term</td>
<td>November 1</td>
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<tr>
<td>Summer Session</td>
<td>February 1</td>
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</table>

Some departments have established earlier deadlines than the ones listed above or will admit students only for selected terms. Applicants should check with departments before applying. If the department has established an earlier deadline, completed application packets must be received by both the department and the Office of Admissions, Registration, and Records by the deadline date.

International students with F-1 or J-1 Visas have earlier recommended filing dates in some cases: Fall, March 1; Winter, July 1; Spring, November 1; Summer, February 1.

General University Guidelines

PSU students are required to be familiar with, and comply with, all rules and regulations governing graduate study as set forth in the PSU Bulletin.

Important: Students who do not register for the term in which they are admitted are subject to admission cancellation unless they notify the Office of Admissions, Registration, and Records and the graduate program department of their intent to change their term of enrollment. Notification must be given prior to the start of the term for which the student was admitted.

*Subject to change by the Oregon University System.
English Language Proficiency Requirement for Graduate Students

All graduate students whose first language is not English must meet the English language proficiency requirement prior to enrollment in academic classes. Please note that this requirement applies to all students, including permanent residents and citizens.

Requiring valid proof of English language proficiency is a mandate of the Office of Graduate Studies (OGS); the Office of Admission, Registration, and Records merely enforces this mandate. Thus, only OGS (not Admissions, Registration, and Records) can approve any exceptions. Applicants who have not met the English language proficiency requirement must discuss their situation with the graduate coordinator in the academic department (rather than approach OGS to ask for an exception or a waiver). Depending on the circumstances, the department may choose to submit a petition to OGS asking for a waiver/amendment to the English language proficiency requirement. Please note that petitions regarding this issue come from the department, never the student, and that waivers/amendments are rarely granted.

Some graduate departments will recommend admission without proof of English language proficiency; however, many will not. Applicants should consult with the department’s graduate coordinator for an explanation for the department’s policy.

The Office of Graduate Studies at Portland State accepts the scores of five standardized exams as proof of English language proficiency: 1) the International TOEFL [typically a computer-based test], 2) the PSU Institutional TOEFL [always a paper-based test], 3) the Internet-based TOEFL, 4) the International English Language Testing System (IELTS), and 5) the Pearson Test of English – Academic (PTE-Academic).

Valid proof of English language proficiency:
1. Completion of a bachelor's, master's, or doctoral degree from a college/university in the United States, Australia, English-Speaking Canada, Ireland, New Zealand, or the United Kingdom;
2. Minimum required official score on the International TOEFL, PSU Institutional TOEFL, IELTS, or PTE-Academic;
3. Test scores (as described above) that are more than two years old if the score exceeded the minimum requirement and the applicant has maintained continuous residency in the U.S. since the exam date.

<table>
<thead>
<tr>
<th>Test Score Minimums for all Graduate Programs</th>
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<tbody>
<tr>
<td>Paper-based TOEFL</td>
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<td>550*</td>
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*Some graduate programs may require higher scores. Applicants should consult with the graduate coordinator in the academic department to verify the required minimum score.

Invalid proof of English language proficiency:
1. Test score less than the minimum requirement;
2. Test score more than two years old (unless the applicant has lived continuously in the U.S. since the exam date), or;
3. Institutional TOEFL score from any school except PSU.

PSU Institutional TOEFL
The PSU Institutional TOEFL is offered at various times during the year: Contact the Office of Admissions, Registration, and Records (at intladm@pdx.edu) for specific dates and registration information.

Important: If the academic department recommends admission, but the applicant has not met the English language proficiency requirement, enrollment will be restricted to English as a Second Language (ESL) classes until the English language proficiency requirement has been met.
# Departmental Graduate Admission Application

(Use this form only if the department does not require their own application form. Please check with the department to which you are applying to see if they have their own departmental application packet before filling out this form.)

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<tr>
<th>NAME (Last/Family)</th>
<th>(First)</th>
<th>STUDENT ID NUMBER</th>
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<td>(Other names used)</td>
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<th>EMAIL ADDRESS</th>
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(Program to which you are applying)

Term and year for which you are applying

BACHELOR’S DEGREE RECEIVED FROM:

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<thead>
<tr>
<th>(Institution)</th>
<th>(City and State)</th>
<th>(Degree, Major)</th>
<th>(Date Received)</th>
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IF REQUIRED: List your Graduate Record Exam (GRE) scores:

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<th>Verbal</th>
<th>Quantitative</th>
<th>Analytical</th>
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IF REQUIRED: List other Graduate Test scores (i.e., GMAT, MAT, GRE Subject Exams, etc.):

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COLLEGES AND UNIVERSITIES ATTENDED:

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<th>(Institution)</th>
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<th>(Degree)</th>
<th>(Major)</th>
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<th>(Date To)</th>
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By your signature, you signify that all statements on this form and within this application are true and complete; that you have completed and submitted a separate university application packet; that you understand that admission to this program is selective and not guaranteed by this application; and that you must matriculate (register and pay for at least one course) in the term of your admission or your admission will be canceled. Furnishing false or incomplete information on an admission application is Academic Fraud and subject to disciplinary procedures through the Office of Graduate Studies and the Office of Student Affairs.

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<tr>
<th>APPLICANT SIGNATURE</th>
<th>DATE</th>
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University Application for Graduate Admission

PORTLAND STATE UNIVERSITY • OFFICE OF ADMISSIONS • P.O. BOX 751 • PORTLAND, OR 97207

Please submit with a $50 non-refundable fee. See payment methods on reverse.

Term/Year you are applying for. Choose one:

☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer  Year __________

Have you previously applied to or ever attended PSU?

☐ Yes (________ last term/yr attended)  ☐ No

Intended degree and major

Check the degree you are applying for in the box at right, and enter the code, from page 3, for your major(s) below:

☐ Masters ☐ MEng ☐ MRED ☐ Doctoral

☐ MA ☐ MFA ☐ MSW ☐ EdD

☐ MS ☐ MEM ☐ MSE ☐ PhD

☐ MAT ☐ MIM ☐ MIRP

☐ MSt ☐ MM ☐ MUS ☐ Certificate

☐ MArch ☐ MPA ☐ PSM ☐ CRTGR

☐ MBA ☐ MPAE

☐ MS ☐ MEM

☐ MSW ☐ MA

☐ MEd (GTEP) ☐ MPH

---

1. Social Security Number: ____________________________

PSU ID Number: ____________________________

(See Disclosure and Consent Statement on reverse)

(If already issued)

2. Legal Name

Last (Family) ____________________________ First ____________________________ Middle ____________________________

3. Other names that may appear on your academic records ____________________________________________

---

CONTACT INFORMATION

4. Current mailing address

Number and Street ____________________________ County ____________________________

City ____________________________ State/Province ____________________________ Zip/Postal Code ____________ Nation ____________________________

Home Phone ____________________________ Alternate Phone ____________________________ E-mail ____________________________

5. Permanent mailing address

Number and Street ____________________________ County ____________________________

City ____________________________ State/Province ____________________________ Zip/Postal Code ____________ Nation ____________________________

Home Phone ____________________________ Alternate Phone ____________________________ E-mail ____________________________

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PERSONAL INFORMATION

6. Date of Birth ______ / ______ / ______

Month Day Year

7. Gender ☐ Male ☐ Female

8. Are you a U.S. citizen? ☐ Yes ☐ No

9. Are you a Permanent Resident of the U.S.? ☐ Yes ☐ No

If yes, date permanent resident card was issued: ____________________________

(Attach copy of front and back of Permanent Resident card)

10. If you are neither a citizen nor a Resident Alien, please list the following:

Current visa type ____________________________ Date issued ____________________________ Country of birth ____________________________ Country of Citizenship ____________________________

11. Have you ever served in the United States military? ☐ Yes ☐ No

12. Would you like to receive information regarding Veterans Benefits? ☐ Yes ☐ No

The Oregon University System must seek to identify the ethnic background of applicants for admission in compliance with federal reporting requirements. You are encouraged to supply this information but may decline without prejudicing your application in any way.

13. Are you Hispanic or Latino? ☐ Yes ☐ No

14. What is your Race?

☐ Black or African American, Non-Hispanic  ☐ White  ☐ Asian

☐ Native Hawaiian/other Pacific Islander  ☐ American Indian or Alaskan Native ____________________________

(Tribal affiliation)
**PREVIOUS EDUCATION**

List each community college, junior college, four-year college, or university (including PSU) you have attended, beginning with the most recent. *Note:* Failure to provide this information subjects you to cancellation from the University. An official transcript is required from each post-secondary institution.

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<tr>
<th>Office Use Only</th>
<th>Institution</th>
<th>Location (City &amp; State)</th>
<th>Dates Attended (Month &amp; Year)</th>
<th>Degree Received / Date</th>
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**TUITION CLASSIFICATION**

15. Are you claiming tuition classification as an Oregon Resident?  ☐ Yes ☐ No

   If yes, completion of all questions in this section is required. Failure to do so may result in your classification as a non-resident. If you are under the age of 24 and are dependent on an Oregon resident, you must also complete the parent/guardian section. Additional information may be requested.

16. Did a parent or legal guardian claim you as a dependent for the prior tax year?  ☐ Yes ☐ No

17. Did a parent or legal guardian provide at least half of your financial support in the last 12 months?  ☐ Yes ☐ No

   If you answered yes on question 17 or 18, you must complete the Parent/Guardian section

18. Have you resided in Oregon for 12 Consecutive months?  ☐ Yes ☐ No

   If yes, when did your most recent continuous presence in Oregon begin?  

19. If you have an Oregon driver’s license, list the date of issuance:  

20. Date of purchase/lease of Oregon residential property (month/year)  

21. Employment information (for parent/guardian if you answered yes to question 17 or 18)

   (dates employed)  

   Employer 1 _______________________________________________________ city/state ______________________ _________ to _________         _________ to _________

   Employer 1 _______________________________________________________ city/state ______________________   _________ to _________         _________ to _________

22. Last two years you filed Oregon income taxes  

23. Did you, your spouse, parent or legal guardian enter military service from Oregon?  ☐ Yes ☐ No

   If yes, when: ________________

24. Are you, your spouse, parent or legal guardian on active duty stationed in Oregon?  ☐ Yes ☐ No

**SOCIAL SECURITY NUMBER DISCLOSURE AND CONSENT STATEMENT**

You are asked to voluntarily provide your Social Security Number to assist the Oregon University System (OUS), and organizations conducting studies for or on behalf of OUS, in developing, validating, or administering predictive tests; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. OUS will disclose your Social Security Number only if the studies are conducted in a manner that does not permit personal identification of you by individuals other than representatives of OUS, or the organizations conducting the study for OUS, and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required, and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent or the use of your Social Security Number at any time by writing to the Office of Admissions, Registration, and Records.

I certify that all statements on this application are complete and true. Furnishing false or incomplete information on an admission application is Academic Fraud and subject to disciplinary procedures through the Office of Graduate Studies and the Office of Student Affairs.

I understand that if I am admitted and do not enroll for the term in which I am admitted, my admission will be canceled. However, I further understand that if I wish to move my admission to a future term (within one calendar year of my original term of admission), I must request this option by contacting my department and the Office of Admissions; this request must occur before the end of the fourth week of the term of my original admission (this option may not be possible in all programs). Otherwise, I will need to submit a new application and non-refundable application fee.

Applicant Signature: ____________________________  Date: ____________________________

Submit completed form with a check or money order for the $50 application fee payable to Portland State University. Note: credit card payments can only be accepted with the online application which can be found at: www.pdx.edu/admissions/graduate-applicant.
MASTER'S PROGRAMS

College of Liberal Arts & Sciences

ANTH Anthropology, MA, MS
BI Biology, MA, MS
CH Chemistry, MA, MS
COMM Communication, MS
CR Conflict Resolution, MA, MS
CWR Creative Writing, MFA
EC Economics, MA, MS
ENG English, MA
ENVM Environmental Management, MEM
ESM Environmental Science and Management, MS, PSM
GNAL General Arts and Letters, MAT, MST
GEOG Geography, MA, MS
G Geology, MA, MS
GHYD Geology option: Geohydrology, MA, MS
HST History, MA
MTH Mathematics, MA, MS
MTCH Mathematics for Teachers, MS
PH Physics, MA, MS
PSYM Psychology, MA, MS
Science, MAT, MST
SCBI Biology
SCCH Chemistry
SCGN General Science
SCGL Geology
SCPH Physics
SOC Sociology, MA, MS
SHSM Speech and Hearing Science, MA, MS
STAT Statistics, MS
SSGN Systems Science, MS
TESL Teaching English to Speakers of Other Languages, MA

World Languages, MA
WFR French
WGER German
WJPN Japanese
WSPN Spanish
WLL World Languages and Literature, MA
WR Writing, MA, MS

School of Business Administration

BA Business Administration, MBA
FINA Financial Analysis, MS
GSCM Global Supply Chain Management, MS
IMG International Management, MIM
RED Real Estate Development, MRED

Graduate School of Education

Education Options, MA, MS
ECIC Early Childhood Education
EDCN Ed: Counseling
EDCI Ed: Curriculum and Instruction
EDML Ed: Media/Librarianship
EDSP Ed: Special Education
EDLP Ed: Educational Leadership and Policy
EDME Elementary Education, Med (GTEP)
EDMS Secondary Education, Med (GTEP)

Maseeh College of Engineering & Computer Science

CEEV Civil and Environmental Engineering, MS, MEng
CS Computer Science, MS
CEC Electrical and Computer Engineering, MS
ETM Engineering and Technology Mgmt, MS
Engineering Management, MEng
EMMP Project Management
EMTM Technology Management
ME Mechanical Engineering, MS, MEng
MGE Manufacturing Engineering, MEng
MSE Materials Science and Engineering, MS
SE SoftwarE Engineering, MSE
SYSE Systems Engineering, MEng

College of the Arts

ARC Architecture, MArch
CAP Contemporary Art Practices, MFA
Music
MUS Music, MA, MS
MUSC Conducting, MM
MUSP Performance, MM
JZST Jazz Studies, MM
TA Theater Arts, MA, MS

Graduate School of Social Work

SW Social Work, MSW

College of Urban & Public Affairs

CCJ Criminology and Criminal Justice, MS
HMP Health Management and Policy, MPH
HP Health Promotion, MPH
HS Health Studies, MA, MS
PS Political Science, MA, MS
PA Public Administration, MPA
PAEX Public Administration, MPAE (Executive)
PAHA Public Administration: Health Administration, MPA
PP Public Policy, MPH
URP Urban and Regional Planning, MURP
USP Urban Studies, MUS

DOCTORAL PROGRAMS

Doctor of Education (EdD) Degrees

Educational Leadership
ELEA Administration
ELCI Curriculum and Instruction
ELPE Postsecondary Education
ELSC Special and Counselor Education

Doctor of Philosophy (PhD) Degrees

BIOB Biology
CHMD Chemistry
CEEV Civil and Environmental Engineering
CS Computer Science
CMHL Community Health
ECE Electrical and Computer Engineering
EES Earth, Environment and Society
HSP Health Systems and Policy
MTED Mathematics Education
MTHS Mathematical Sciences
MECD Mechanical Engineering
PAFP Public Affairs and Policy
PHAP Applied Physics
PSYA Applied Psychology
SOC Social and Social Inequality
SWSR Social Work and Social Research
SSGN Systems Science
TECD Technology Management
UST Urban Studies

GRADUATE CERTIFICATE PROGRAMS (CRTGR)

GCAC Addictions Counseling
GCAS Applied Statistics
GCCCL Children's and Young Adult Literature
GCCI Computational Intelligence
GCCM Computer Modeling and Simulation
GCCC Computer Security
GCES Earth & Space Sciences for K-12 Educators
GCEP Energy Policy and Management
GCEG Engineering Geology
GCVG Environmental Geology
GCR Environmental and Resources Economics
GCFM Food Marketing and Logistics
GCCGI Geographic Information Systems
GCCGR Gender, Race, and Nations
GRNC Gerontology
GCHG Hydro-Geology
GCHY Hydrology
GCIT Infant/Toddler Mental Health
GCMF Marital, Couple, and Family Counseling
GCMSS Mathematics for Middle School Teachers
GCPD New Product Development Management
GCNM Nonprofit and Public Management
GCPH Public Interest Design
GCPP Project Management
GCRE Real Estate Development
GCSL Service Learning and Community-Based Learning
GCSO Software Engineering
GCSI Social Innovation and Social Entrepreneurship
GCST Strategic Management of Technology
GCSS Student Affairs in Higher Education
GCSU Sustainability
GCSE Systems Engineering Fundamentals
GCAL Teaching Adult Learners
GCTE Technological Entrepreneurship
GCTM Technology Management
GCTD Training and Development
GCTR Transportation
GCUD Urban Design