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.

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

Fall Term: April 1  Winter Term: September 1  Spring Term: November 1  Summer Session: February 1

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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<th>NAME (Last/Family)</th>
<th>(First)</th>
<th>STUDENT ID NUMBER</th>
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<th>EMAIL ADDRESS</th>
<th>DATE OF BIRTH (mm/dd/yyyy)</th>
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DEGREE:  MAJOR:  TERM:  YEAR:  
(Program to which you are applying)  
(Term and year for which you are applying)

BACHELOR’S DEGREE RECEIVED FROM:

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

- Verbal _______ Quantitative _______ Analytical _______

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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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.

APPLICANT SIGNATURE  DATE
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University Application for International 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 ☐ EGD
☐ MS ☐ MEM ☐ MSE ☐ PhD
☐ MAT ☐ MIM ☐ MURP
☐ MST ☐ MM ☐ MUS ☐ Certificate
☐ MArch ☐ MPA ☐ PSM ☐ CRTGR
☐ MBA ☐ MPAE
☐ 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________________________________________

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. Do you wish to be considered for the International Achievement Scholarship?  ☐ Yes  ☐ No
   This award is for international students and is based on academic merit.
### 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

12. 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.

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

14. 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 14 or 15, you must complete the Parent/Guardian section.

15. Have you resided in Oregon for 12 Consecutive months?  
   - ☐ Yes  ☐ No
   
   If yes, when did your most recent continuous presence in Oregon begin?  
   ____________________  _____________________

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

17. Date of purchase/lease of Oregon residential property (month/year)  
   ____________________  _____________________

18. Employment information (for parent/guardian if you answered yes to question 14 or 15)  
   
   Employer 1 _______________________________________________________ city/state ____________________ _______ to ________         _________ to _________
   
   Employer 1 _______________________________________________________ city/ state ____________________ _______ to ________         _________ to _________

19. Last two years you filed Oregon income taxes  
   ____________________  _____________________

20. Did you, your spouse, parent or legal guardian enter military service from Oregon?  
   - ☐ Yes  ☐ No  
   
   If yes, when: ________________  

21. 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.
### Graduate Degree Program Codes

**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
- GNSS General Social Science, MAT, MST
- GEOG Geography, MA, MS
- G Geology, MA, MS
- GHY 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, MA, MAT, MAs, MS
- 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
  - ECE Electrical and Computer Engineering, MS
  - EMT Engineering and Technology Mgmt, MS
  - Engineering Management, MEng
  - EMMP Project Management
  - EMDE Technology Management
  - ME Mechanical Engineering, MS, MEng
  - MFGC Manufacturing Engineering, MEng
  - MSE Materials Science and Engineering, MS
  - SOE Software Engineering, MSc
  - SYE Systems Engineering, MEng
- College of the Arts
  - ARCM Architecture, MArch
  - CAP Contemporary Art Practices, MFA
  - Music
  - MUS Music, MA, MS
  - MUSC Conducting, MM
  - MUSP Performance, MM
  - JZT 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
  - PAE Public Administration, MPAE (Executive)
  - PAHA Public Administration: Health Administration, MPA
  - PP Public Policy, MPP
  - 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
    - BIOD 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
    - MTEX Mathematics Education
    - MTHS Mathematical Sciences
    - MECD Mechanical Engineering
    - PAFP Public Affairs and Policy
    - PHAP Applied Physics
    - PSYA Applied Psychology
    - SOC Sociology and Social Inequality
    - SWSR Social Work and Social Research
    - SSGN Systems Science
    - TEC Technology Management
    - UST Urban Studies

**Graduate Certificate Programs (CRTGR)**
- GCAC Addictions Counseling
- GCAS Applied Statistics
- GCLL Children's and Young Adult Literature
- GCCI Computational Intelligence
- GCMC Computer Modeling and Simulation
- GCCC Computer Security
- GCES Earth & Space Sciences for K-12 Educators
- GCEP Energy Policy and Management
- GCEG Engineering Geology
- GCGR Environmental Geology
- GCRW Environmental and Natural Resources Economics
- GCFM Food Marketing and Logistics
- GCGL Geographic Information Systems
- GCGR Gender, Race, and Nations
- GCNC Gerontology
- GCCH Hydro-Geology
- GCCH Hydrology
- GCIT Infant/Toddler Mental Health
- GCME Marital, Couple, and Family Counseling
- GCMS Mathematics for Middle School Teachers
- GCPE New Product Development Management
- GCNM Nonprofit and Public Management
- GCPI Public Interest Design
- GCPR Project Management
- GCRES Real Estate Development
- GCSL Service Learning and Community-Based Learning
- GCSO Software Engineering
- GCSI Social Innovation and Social Entrepreneurship
- GCSM Strategic Management of Technology
- GCSA Student Affairs in Higher Education
- GCSS Sustainability
- GCGE Systems Engineering Fundamentals
- GCTA Teaching Adult Learners
- GCTE Technological Entrepreneurship
- GCDT Technology Management
- GCTD Training and Development
- GCTR Transportation
- GCUD Urban Design