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.

<table>
<thead>
<tr>
<th>Application Packet 1: The Office of Admissions</th>
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</thead>
<tbody>
<tr>
<td>Return the following items to the Office of Admissions, Registration, and Records as a complete packet:</td>
</tr>
<tr>
<td>• University Application for Graduate Admission form.</td>
</tr>
<tr>
<td>• $50.00 non-refundable application fee*. The fee is good for one calendar year. Pay by check, money order, or credit card. Do not send cash.</td>
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<tr>
<td>• 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.)</td>
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<tr>
<td>• 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 or IELTS scores as detailed on page 2.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Application Packet 2: The Graduate Program Department</th>
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<tbody>
<tr>
<td>Return the following items to the specific graduate program department to which you are applying as a complete packet:</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• One transcript (official or unofficial, as requested by the specific department) from each post-secondary institution attended.</td>
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<tr>
<td>• Additional documentation as required by the department (applicants must contact the department for a list of required documents). These may include:</td>
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<tr>
<td>▪ Letter(s) of recommendation (departments may have specific forms)</td>
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<tr>
<td>▪ Official test scores (GRE, GMAT, etc.; TOEFL or IELTS for international students)</td>
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<tr>
<td>▪ Essay or statement</td>
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<tr>
<td>▪ Résumé</td>
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<tr>
<td>▪ For those departments that require a departmental entrance exam, applicants must arrange a testing date.</td>
</tr>
</tbody>
</table>

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 four 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, and 4) the International English Language Testing System (IELTS).

**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, or IELTS, or;
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.

**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.

### Test Score Minimums for all Graduate Programs

#### Requirements for Current Terms Through Summer 2011

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Paper-based TOEFL</th>
<th>Computer-based TOEFL</th>
<th>Internet-based TOEFL</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum subscores</td>
<td>550*</td>
<td>213*</td>
<td>Minimum subscores of:</td>
<td>6.5*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>18* reading &amp; listening</td>
<td>Minimum subscores of: 6.5*</td>
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<td></td>
<td></td>
<td></td>
<td>16* speaking &amp; writing</td>
<td>in reading &amp; writing</td>
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#### Requirements for All Terms Fall 2011 and Beyond

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Paper-based TOEFL</th>
<th>Computer-based TOEFL</th>
<th>Internet-based TOEFL</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum overall score</td>
<td>550*</td>
<td>213*</td>
<td>Minimum overall score of 80*:</td>
<td>6.5*</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Minimum subscores of:</td>
<td>Minimum subscores of: 6.5*</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>18* in reading and writing</td>
<td>in reading &amp; writing</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.

### 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.)

NAME (Last/Family)                  (First)                  STUDENT ID NUMBER

(Other names used)                      EMAIL ADDRESS

TELEPHONE (Home)                            (Message/Other Telephone)                DATE OF BIRTH (mm/dd/yyyy)

ADDRESS (Number and Street)                                          (City and State)                                (Zip Code)               (Country)

DEGREE: ________________________________________ MAJOR: ____________________________
(Program to which you are applying)                                                                                  (Term and year for which you are applying)

TERM: ___________ YEAR: ___________

BACHELOR'S DEGREE RECEIVED FROM:

(Institution)                            (City and State)                                       (Degree, Major)                     (Date Received)

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.):

   EXAM _______________ SCORE _____________ PERCENTILE ______________
   EXAM _______________ SCORE _____________ PERCENTILE ______________
   EXAM _______________ SCORE _____________ PERCENTILE ______________

   EXAM _______________ SCORE _____________ PERCENTILE ______________

COLLEGES AND UNIVERSITIES ATTENDED:

(Institution)            (City and State)        (Degree)       (Major)                  (Date From)     (Date To)

(Institution)            (City and State)        (Degree)       (Major)                  (Date From)     (Date To)

(Institution)            (City and State)        (Degree)       (Major)                  (Date From)     (Date To)

(Institution)            (City and State)        (Degree)       (Major)                  (Date From)     (Date To)

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
University Application for Graduate Admission

PORTLAND STATE UNIVERSITY • OFFICE OF ADMISSIONS • P.O. BOX 901 • PORTLAND, OR 97207-0901

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

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:

1. Social Security Number: ____________________________
   PSU ID Number: ____________________________

(See Disclosure and Consent Statement on reverse)

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 ________________________________________
   City ____________________________ State/Province ______________
   Zip/Postal Code ________________ Nation ______________________
   Home Phone ____________________________ Alternate Phone ____________________________ E-mail ____________________________

5. Permanent mailing address
   Number and Street ________________________________________
   City ____________________________ State/Province ______________
   Zip/Postal Code ________________ Nation ______________________
   Home Phone ____________________________ Alternate Phone ____________________________ E-mail ____________________________

6. Emergency Contact Information
   Name ____________________________________________ Relationship to Student ____________________________
   Address ___________________________________________________________ Phone ____________________________

PERSONAL INFORMATION

7. Date of Birth ____________________________
   Month __________ Day __________ Year __________

8. Gender
   ☐ Male
   ☐ Female

9. Are you a U.S. citizen?
   ☐ Yes ☐ No

10. 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)

11. 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 ________________

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

13. 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.

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

15. 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.

<table>
<thead>
<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

16. 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.

17. Did a parent or legal guardian claim you as a dependent for the prior tax year?  □ Yes  □ No
18. 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

19. Have you resided in Oregon for 12 Consecutive months?  □ Yes  □ No
   If yes, when did your most recent continuous presence in Oregon begin?

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

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

22. Employment information (for parent/guardian if you answered yes to question 17 or 18)
   Employer 1 _______________________________________________________ city/state ___________________ _______ to _______               _______ to _______
   Employer 1 _______________________________________________________ city/state ___________________ _______ to _______               _______ to _______

23. Last two years you filed Oregon income taxes

24. Did you, your spouse, parent or legal guardian enter military service from Oregon?  □ Yes  □ No  If yes, when: ________________
25. 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.

Applicant Signature: ___________________________ Date: ___________________________
GRADUATE DEGREE PROGRAM CODES

MASTER’S PROGRAMS

Interdisciplinary Studies
IST Interdisciplinary Studies, MA, MS
SSGN Systems Science, MS

College of Liberal Arts & Sciences
ANTH Anthropology, MA
BI Biology, MA, MS
CH Chemistry, MA, MS
CMST Communication Studies, MA, MS
CR Conflict Resolution, MA, MS
CWR Creative Writing, MFA
EC Economics, MA, MS
ENG English, MA, MAT
ENVM Environmental Management, MEM
ESR Environmental Sciences & Resources, MS

Foreign Languages, MA, MAT
FR French
GER German
JPN Japanese
SPAN Spanish

College of Business Administration
FLL Foreign Literature & Language, MA
GNAL General Arts & Letters, MAT, MST
GNSS General Social Science, MAT, MST
GEOG Geography, MA, MS
G Geology, MA, MS
GEOG Geology option: Geohydrology, MA, MS

Graduate School of Education
HST History, MA
MTH Mathematics, MA, MS, MAT, MST
PH Physics, MA, MS

Science, MA, MST

Science

SCBI Biology

SCCH Chemistry

SCES Environmental Science (MST only)

SCGN General Science

SCGL Geology

SCPQ Physics

SOC Sociology, MA, MS

SHSM Speech and Hearing Science, MA, MS

STAT Statistics, MS

TESL Teaching English to Speakers of Other Languages, MA

WR Writing, MA, MS

School of Business Administration
BA Business Administration, MBA
IMG International Management, MIM
FINA Financial Analysis, MS
HCM Health Care Management, MBA (joint with OHSU)

Graduate School of Education
EDC Option, MA, MS

Education Options

EDCI Ed: Curriculum and Instruction
EDCN Ed: Counseling
EDML Ed: Media/Librarianship
EDSP Ed: Special Education
EDPA Ed: Policy, Foundations, & Administrative Studies
EDME Elementary Education, MEd (GTEP)
EDMS Secondary Education, MEd (GTEP)

College of Engineering & Computer Science

CEEV Civil & Environmental Engineering, MS, MEng
CEM Civil & Environmental Engineering Management, MEng
CS Computer Science, MS

ECE Electrical & Computer Engineering

Engineering & Computer Science, MS, MEng

ETM Engineering & Technology Management, MS, MEng

EMPM Project Management

ETMT Technology Management

ME Mechanical Engineering, MS, MEng

MFE Manufacturing Engineering, MEng

MSE Materials Science & Engineering, MS

MSE Materials Science & Engineering, MS

MSE Materials Science & Engineering, MS

SOE Software Engineering, MSE

SYSE Systems Engineering, MEng

School of Fine & Performing Arts

ARCAM 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 & Criminal Justice, MS

HMP Health Management & Policy, MPH

HP Health Promotion, MPH

HS Health Studies, MA, MS

PA Public Administration, MPA

PAEX Public Administration, MPA (Executive)

PAHA Public Administration: Health Administration, MPA

PS Political Science, MA, MS

URP Urban & Regional Planning, MURP

USP Urban Studies, MUS

DOCTORAL PROGRAMS

Doctor of Education (EdD) Degrees

Educational Leadership

ELEA Administration

ELCI Curriculum & Instruction

ELPE Postsecondary Education

ELSC Special & Counselor Education

Doctor of Philosophy (PhD) Degrees

BID Biology

CHMD Chemistry

CEEV Civil & Environmental Engineering

CS Computer Science

ECE Electrical & Computer Engineering

Environmental Science & Resources: ESNN Environmental Sciences & Resources

ESBL Biology

ESCH Chemistry

ESC Environmental Sciences & Resources

ESCE Civil & Environmental Engineering

ESEC Economics

EGGG Geography

ESGL Geology

ESGN General

ESPH Physics

MTED Mathematics Education

MTHS Mathematical Sciences

MECD Mechanical Engineering

PAP Public Administration & Policy

PHAP Applied Physics

PSYA Applied Psychology

SOCD Sociology and Social Inequality

SWSR Social Work & Social Research

Systems Science:

SSGN Systems Science

SSAN Anthropology

SSBA Business Administration

SSCE Civil & Environmental Engineering

SSEC Economics

SEM Engineering Management

SSMA Mathematics

SSME Mechanical Engineering

SSPY Psychology

SSSO Sociology

TECD Technology Management

UST Urban Studies

GRADUATE CERTIFICATE PROGRAMS (CRTGR)

GCAC Addictions Counseling

GCAD Analog & Microwave Circuit Design

GCAS Applied Statistics

GCCL Children’s & Young Adult Literature

GCCS Communication Systems

GCC Computational Intelligence

GCCA Computer Architecture & Design

GCCM Computer Modeling & Simulation

GCC Computer Security

GCD Design Automation

GCD Digital Design

GCS Digital Signal Processing

GCEC Earth & Space Sciences for K-12 Educators

GSEN Energy Systems

GCEG Engineering Geology

GCVG Environmental Geology

GCEC Environmental & Resources Economics

GCFM Food Marketing & Logistics

GCGI Geographic Information Systems

GRNC Gerontology

GCHE Hydro-Geology

GCHY Hydrology

GCIP Image Processing

GCIT Infant/Toddler Mental Health

GCCT Integrated Circuit Testing, Verification, & Validation

GCLO Lasers & Opto-electronics

GCNP Management of New Product Development

GCMF Mathematics for Middle School Teachers

GCPM Public Management

GCRE Real Estate Development

GCSO Software Engineering

GCAS Student Affairs in Higher Education

GCSU Sustainability

GCSE Systems Engineering Fundamentals

GCAL Teaching Adult Learners

GCET Transportation

GCUD Urban Design

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