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, money order, or credit card. Do not send cash.
- 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 or IELTS scores as detailed on page 2.

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## 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 or IELTS for international students)
  - Essay or statement
  - Résumé
- For those departments that require a departmental entrance exam, applicants must arrange a testing date.

*Subject to change by the Oregon University System.

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.
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.

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<th>Test Score Minimum Requirements</th>
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<tbody>
<tr>
<td>Paper-based TOEFL</td>
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<tr>
<td>Master’s, Doctoral, and Graduate Certificate</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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(Other names used)

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<th>TELEPHONE (Home)</th>
<th>(Message/Other Telephone)</th>
<th>DATE OF BIRTH (mm/dd/yyyy)</th>
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<th>ADDRESS (Number and Street)</th>
<th>(City and State)</th>
<th>(Zip Code)</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>
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<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:

- Verbal _______  
- Quantitative _______  
- Analytical _______

IF REQUIRED: List other Graduate Test scores (i.e., GMAT, MAT, GRE Subject Exams, etc.):

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<th>EXAM</th>
<th>SCORE</th>
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**Colleges and Universities Attended:**

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<th>(Institution)</th>
<th>(City and State)</th>
<th>(Degree)</th>
<th>(Major)</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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<th>APPLICANT SIGNATURE</th>
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A $50 non-refundable Application Fee is required. See payment methods on page 2.

Application for (choose one): Fall 20 __  Winter 20 __  Spring 20 __  Summer 20 __

Have you previously applied to or ever attended PSU?  ☐ Yes ______ last term/yr attended  ☐ No

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

BIOGRAPHICAL INFORMATION

Social Security Number  PSU ID Number

See Disclosure and Consent Statement on reverse (If already issued)

Legal Name
Last (Family)  First  Middle

Other name(s) that may appear on your academic records

E-mail Address

Current Mailing Address
Number and Street  City  State/Country/Zip  Home Phone [ ]

Other Phone [ ]

Permanent Address
Number and Street  City  State/Country/Zip  Home Phone [ ]

Other Phone [ ]

Emergency Contact
Name __________________________
Number and Street __________________________
City __________________________
State/Country/Zip __________________________
Phone __________________________

Gender  ☐ Male  ☐ Female  ☐ Other

Date of Birth ________ / ________ / ________
Month  Day  Year

Ethnic Identity (Optional): OUS complies with federal requirements in encouraging applicants to identify their ethnic background. You may decline without prejudicing your application in any way. If responding, please check all that apply:

☐ B Black/African American, Non-Hispanic  ☐ N North African
☐ W White, Non-Hispanic  ☐ D Decline to respond
☐ H Hispanic/Chicano/Latino (Specify) __________________________
☐ A Asian or Pacific Islander (Specify) __________________________
☐ I American Indian or Alaska Native __________________________

Specify Tribal Affiliation __________________________

☐ M Middle Eastern (Specify) __________________________

Residency Status

Are you a U.S. Citizen?  ☐ Yes  ☐ No
If No, are you a Permanent Resident?  ☐ Yes  ☐ No
If yes, Permanent Resident Card number __________________________
Date Permanent Resident Card was issued ________ / ________ / ________
Month  Day  Year
Attach a photocopy of both sides of Permanent Resident Card

If you are neither a U.S. Citizen or Permanent Resident, please list:

Country of Birth __________________________
Country of Citizenship __________________________
Visa type __________________________
Visa expiration date ________ / ________ / ________
Month  Day  Year

continue on page 2
### Previous Education

List each community college, junior college, trade school, vocational school, four-year college, and/or university (including PSU) you have attended, beginning with the most recent. Use additional pages if necessary.

**Note:** Admission may be rescinded if your entire post-secondary educational history is not disclosed on this application. An official transcript is required from each institution (excluding PSU). Send or submit transcripts in their original, sealed (closed) envelopes to PSU Office of Admissions.

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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

For tuition purposes, are you an Oregon:

- [ ] Resident
- [ ] Non-Resident

If you consider yourself an Oregon resident, please answer the questions at right. Without this information, you may be classified as a non-resident and **assessed higher tuition**.

- Dates of most recent continuous physical presence in Oregon
- The last two years Oregon income taxes were filed
- Issue date of Oregon Driver's License
- Date of Oregon Voter Registration
- Dates of military service, if applicable

Applicant: ____________________________
Parent or Guardian (if applicant under 21): ____________________________

Did you enter the military while a resident of Oregon?  [ ] Yes  [ ] No

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### 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: ____________________________

### Pay $50 non-refundable Application Fee:

- [ ] By enclosed Check or Money Order, payable to "Portland State University"
- [ ] Visa  [ ] MasterCard:

**Card Number**  **Exp. Date (MM/YY)**  **Cardholder’s Name**  **Cardholder Signature**

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

- 2 -
**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
- ENV Management, MEM
- ESR Environmental Sciences & Resources, MS

**Foreign Languages, MA, MAT**
- FR French
- GER German
- JPN Japanese
- SPAN Spanish
- FLL Foreign Language & Literature, MA

**Science, MAT, MST**
- SCBI Biology
- SCCH Chemistry
- SCES Environmental Science (MST only)
- SCGN General Science
- SCGL Geology
- SCPH 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
- IMGT International Management, MIM
- FINA Financial Analysis, MS
- HCM Health Care Management, MBA (joint with OHSU)

**Graduate School of Education**
- 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, MS, MEng
- ETM Engineering & Technology Management, MS
- EMPM Project Management
- EMTE Technology Management
- ME Mechanical Engineering, MS, MEng
- MFGE Manufacturing Engineering, MEng
- MSE Materials Science & Engineering, MS
- SOE Software Engineering, MSE
- SYE Systems Engineering, MEng

**School of Fine & Performing Arts**
- ARCM Architecture, MArch
- CAP Contemporary Art Practices, MFA
- Music
- MUS Music, MAT, MST
- 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**
- BIOD Biology
- CHMD Chemistry
- CEEV Civil & Environmental Engineering
- CS Computer Science
- ECE Electrical & Computer Engineering
- Environmental Science & Resources:
  - ESBN Environmental Sciences and Resources
  - EBLT Biology
  - ESCH Chemistry
  - ESCM Civil & Environmental Engineering
  - ESEC Economics
  - ESFG Geography
  - ESGL Geology

**GRADUATE CERTIFICATE PROGRAMS (CRTGR)**
- GCAC Addictions Counseling
- GCCD Analog & Microwave Circuit Design
- GCAS Applied Statistics
- GCLL Children's & Young Adult Literature
- GCCS Communication Systems
- GCCI Computational Intelligence
- GCCA Computer Architecture & Design
- GCCM Computer Modeling & Simulation
- GCCC Computer Security
- GCAA Design Automation
- GCD Digital Design
- GCDS Digital Signal Processing
- GCES Earth & Space Sciences for K-12 Educators
- GCEH Environmental Studies
- GCEG Engineering Geology
- GCVG Environmental Geology
- GCER Environmental & Resources Economics
- GCFA Food Marketing & Logistics
- GCAD Geographic Information Systems
- GRNC Gerontology
- GCHQ Hydro-Geology
- GCHY Hydrology
- GCIP Image Processing
- GCIT Infant/Toddler Mental Health
- GCCT Integrated Circuit Testing, Verification, & Validation
- GCLL Lasers & Opto-electronics
- GCNP Management of New Product Development
- GCFA Marriage, Couples, & Family Counseling
- GCMS Mathematics for Middle School Teachers
- GCMP Public Management
- GCRE Real Estate Development
- GCSO Software Engineering
- GCSA Student Affairs in Higher Education
- GCIS Sustainability
- GSCS Systems Engineering Fundamentals
- GCSL Teaching Adult Learners
- GCIT Transportation
- GCUD Urban Design