

How to Apply

Application fee

The application fee is \$90 for students applying for Summer 2010, Fall 2010, and Spring 2011. (Students applying for Spring 2010 pay only \$70.) This is a nonrefundable fee. If you are not able to submit your online application because you are not able to pay the application fee by credit card or online check, you may still complete the online application, print it off, attach your personal check and send it to us by post. All checks or money orders should be made payable to Iowa State University, and be drawn on U.S. banks.

Applying for multiple programs

Students are cautioned against selecting multiple programs on their application, as our programs will be able to see that you are applying to more than one graduate program, and it may impact their decision. However, we do make that option available on the application. **Please be aware that by selecting multiple programs, you will incur multiple application fee charges. You will be charged \$180 for two programs, and \$270 for three programs.** You will not need to submit additional copies of your academic transcripts or letters of reference, as those will be made available to all departments to which you apply. However, you will have to provide any supplemental materials required by the various programs to which you apply. You may wish to leave the Statement of Purpose on the application blank and submit separate ones directly to each department instead.

Fee waivers The only fee waivers offered are to applicants funded by the Vietnam Educational Foundation (VEF). VEF applicants may complete the application, and then print it for mailing. Do NOT hit submit, or you will be charged the application fee.

Note for former Iowa State students If you were previously enrolled at Iowa State University as a degree-seeking student, you can apply online for an administrative fee of \$6.00. If you would rather not pay that fee, simply print your application as instructed above and mail it.

Degree requirement

In order to be considered for graduate admission, your degree must have been received from a college or university that is either recognized by the Ministry of Education in your foreign country, or by a US regional accreditation body. If you have attended a non-US institution, your undergraduate degree will be reviewed by the Office of Admissions to determine if it is comparable to a US bachelor's degree. NOTE: The new European Bologna-compliant degrees will be reviewed on an individual basis. 3-year undergraduate degrees from other countries—i.e., Bangladesh, Canada, India, Nepal, Pakistan—have been reviewed and are not considered comparable to a US bachelor's.

Grade Point Average (GPA)

On the application, you are asked to indicate your GPA at each institution attended. You should provide the GPA attained and the maximum grade attainable in the grading system used at your institution. For example, most US schools have a 4-pt. grading system where A=4, B=3, C=2, D=1, F=0. If your GPA on that scale was 3.00, you would list it as 3.00/4.00. Other

examples of GPAs on grading scales used in other countries are 80/100; 8/10; 2nd Division, Upper/1st Division; etc. It does not have to be exact – an estimate is acceptable.

Official academic records

Iowa State requires official academic records and statements of all degrees earned from all institutions attended after high school. Academic records should bear the original stamp or seal of the school official responsible for issuing such records, such as the registrar or controller of exams for that institution. **Faxed, scanned, and notarized copies are not considered official and will not be accepted.** Records certified by lecturers, professors, or any other school officials who do not hold primary responsibility for maintaining the academic records of the institution will not be accepted.

Translations Academic records from non-US institutions are expected to be in an official language of the country in which they were earned. English language translations are also required. We will accept literal (not interpretative) English translations from any qualified translator, and they should be sent in addition to (not in lieu of) the official academic record.

Fraudulent Records Any academic records, certificates, translations, or examination results that appear irregular will be verified with the appropriate school or examination authorities, and the application process will be delayed until verification is received. If it is determined that an applicant has submitted false records, or omitted information about their previous school attendance, his/her application will be denied, and legal action may be taken.

Note for applicants from India Where possible, Iowa State wants the annual mark sheets and degree statements issued and certified by the university issuing the degree, not the affiliated or constituent college attended. Mark sheets issued by colleges are accepted only when university mark sheets are not yet available. **Do NOT send intermediate or higher secondary school records.**

English Requirement

For the purpose of applying to Iowa State, English may be considered your native language if you have been raised in an environment where English is the only official language of your locality and nation, and English is the language used in your home. If your native language is not English, you must submit scores from either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). This requirement is waived if you have earned a bachelor's or master's degree from a country where English is the only official language. You may register for the TOEFL on the Internet at www.ets.org. When requesting official test scores be sent to Iowa State by the Educational Testing Service, use **School Code 6306**. IELTS registration information is also available online at www.IELTS.org.

The Graduate College has a minimum English proficiency requirement (listed below) **but most programs require higher scores**. Therefore, you should check the requirements in the [Program Requirements](#) section for each program's minimum.

- Internet Based TOEFL (iBT) 79
- Paper-Based TOEFL (PBT) 550
- IELTS 6.5

Graduate Records Examination (GRE)

The university requires official results be sent directly by the Educational Testing Service. You may register for the GRE at www.ets.org. **Our School Code is 6306**. Please note: All official GRE scores come to the Office of Admissions, so you do not need a Department Code. To expedite the processing of your application, the graduate program to which you are applying may request that you send photocopies of your official GRE results to them.

Graduate Management Aptitude Test (GMAT)

The GMAT is accepted or required of applicants to business-related programs. You may register for the GMAT on the Internet at www.mba.com. Use the following program codes:

TNQ-WX-28	Apparel, Educ. Studies & Hospitality
TNQ-WX-01	MS in Information Systems
TNQ-WX-43	MBA, Evening
TNQ-WX-51	Masters in Accounting
TNQ-WX-70	MS in Information Assurance
TNQ-WX-93	MBA, Full Time
TNQ-WX-94	MBA, Saturday

Completing the Financial Statement

This form is required for the purpose of issuing the visa eligibility form (Form I-20 or DS-2019). If it is difficult to provide the necessary financial documents prior to the application deadline, you may apply without this form. Your application will still be considered.

Consult the [Estimated Annual Expenses](#) for the amount of money a typical student spends in the current academic year at Iowa State. (Tuition, room and board increases each year, so you should plan that your actual costs will be approximately 5-7% higher for the year that you enroll.)

Financial documents will also be requested by U.S. consular officials or U.S. Immigration inspectors, so we recommend you prepare an additional set of original documents for support of your visa application. U.S. consular officers typically require that an amount equal to one full year of support be readily available, such as in a bank, and that you have a document source of support for the following years.

If your government or another agency is sponsoring you, the letter of award should include (in English) the dollar amount of the scholarship (in U.S. dollars), the number of years it will be provided, the degree for which the support is given, and the subject area that is to be studied. Please be aware that agencies and foreign governments that require special administrative and fiscal reporting services of Iowa State will be assessed an administration fee. Currently the fee is 5 percent of the total tuition charge billed the sponsor. The fee may be raised after 90 days advance notice.

Graduate assistantships Some assistantships may not be sufficient to cover all of a student's expenses. Therefore, when completing the Financial Statement, clearly indicate the maximum amount of money you have available for your own support. Assistantships are considered employment, and are subject to taxation.

Letters of recommendation

The Graduate College requires three letters of recommendation, and prefers that you use the online letter of recommendation process. By including your recommenders' names and e-mail addresses on the application form, they will be sent instructions on how to submit their letters electronically. If a recommender(s) insists on submitting a hard copy, they must complete the Letter of Recommendation form available on our website, and submit it directly to the

graduate program to which you are applying (NOT the Office of Admissions). In that case, you will need to provide the recommender with the mailing address of the graduate program to which you are applying.

Mailing your materials

It is very important for prompt processing of your application that you separate any materials that go to Admissions from the materials that go to the graduate program, and send them in **separate envelopes**. **The Office of Admissions will NOT forward any departmental materials submitted to our office, so please follow these instructions carefully.**

(NOTE: Some graduate departments require that you send everything to them. Consult the [Program Requirements](#) section for instructions.)

1. Office of Admissions, 100 Enrollment Services Center, Iowa State University, Ames, IA 50011-2011, USA

- The online application for admission and application fee will go to the Office of Admissions. (Please do NOT send a paper copy of your application.)
- Official university transcripts and degree statements (no high school records please)
- Official examination results are to be sent to us directly by the appropriate testing service.
- Financial Statement for Graduate Applicants (if available).

2. Graduate Program (The address to which Graduate Program materials are to be sent is listed in [Program Requirements](#).)

- Letters of reference and additional supporting materials required by the graduate program to which you are applying, should be sent to the program. (These requirements are listed in [Program Requirements](#).)

Checking your status

Due to the high volume of materials received in our office during our peak review season (December through March), **we cannot automatically acknowledge receipt of applications and supporting materials**. Therefore, we suggest you use a reliable courier service that allows you to track your package and confirm its arrival. It is your responsibility to ensure that you have submitted all the required documents; our volume of applications does not allow us to routinely notify applicants of missing application materials.

We ask for your patience as we complete our processing. If you would like to make an inquiry, our status check page is: www.admissions.iastate.edu/forms/statuscheck/gr_statuscheck.php. Please include your name (as you wrote it on your application), your date of birth, and the graduate program to which you are applying. That will make it much easier for us to locate your application.

Any materials submitted to the Office of Admissions are made immediately available to the program to which you applied via our imaging system. However, many graduate programs do not begin their committee review until February or March. Please contact the graduate program directly for information on when their decisions are usually released.

Questions?

Office of Admissions
100 Enrollment Services Ctr.
Iowa State University
Ames, IA 50011-2011
USA

Tel. 1 (515) 294-5836
Fax 1 (515) 294-2592
Email: gradhelp@iastate.edu
www.admissions.iastate.edu