



INTERNATIONAL GRADUATE STUDENT ENROLLMENT CHECKLIST Master of Social Work

This checklist will simplify and organize the application process.

Please refer to other admissions documents such as the budget and any correspondence with the Admissions Office for details.

Remain in contact with your admissions counselor.

- 1. Complete the **Application for Admission**, www.grandview.edu > Graduate Admissions.
- 2. **A baccalaureate degree** earned from a regionally accredited institution should be evidenced by an official transcript. Transcripts must be sent directly from the institution(s) granting the credit. If college coursework from a foreign institution has been completed, the official college transcript must be evaluated by an international credential evaluation agency such as WES or InCred (if athlete). All documents must be translated into English and sent from the academic institution when using an agency such as WES or InCred.
- 3. **Validated minimum undergraduate grade-point average** of 3.0 on a 4.0 scale. If your GPA is less than 3.0, please address it in a cover letter or an addendum.
- 4. **A statement of purpose** (750-1,000 words):
This statement will be used to assess your written communication skills and commitment to the social work profession. Please be sure to answer all questions below. Each question should be addressed separately (the graduate committee is not looking for you to weave the questions together), and it also helps if there is a heading that makes it abundantly clear which question you are answering.
 - What are your career goals after completion of graduate school?
 - How do you see yourself carrying out the ethical principle of social justice in your practice?
 - What strengths will you bring to the graduate program?
 - What experiences contribute to your capacity to complete a graduate program?
- 5. A **professional resume**.
- 6. **Two letters of recommendation** (professional and/or academic) using the online form with the application for admission.
- 7. All international applicants are required to submit an **English Proficiency Exam** unless you reside in a country where English is the ONLY official language. Exam results must be less than two years old. Exam options and score requirements may be found at grandview.edu/admissions/international/requirements.
- 8. Demonstrate on the **Official Certification of Finances** form that you have adequate financial resources to cover the estimated annual expense budget. This form will be given to the student by the international admissions counselor. Current bank statements must also be submitted along with the financial form.

CONTINUED ON OTHER SIDE

- ❑ 9. **Copy of Passport** and/or Photo ID. The I-20 needs to match the passport/ID exactly.
- ❑ 10. **Pay enrollment deposit.** All graduate international students are required to pay a deposit of \$800 before the I-20 is issued. These funds will be credited to the first semester tuition bill upon enrollment. Students planning to live on campus will also need to pay a \$200 housing deposit. Please see your acceptance letter for directions on paying. Pay your deposit as early as possible to ensure enough time to receive the I-20 and apply for your F-1 Visa. Your deposit for fall semester enrollment must be paid by July 1 and by November 1 for spring enrollment.
- ❑ 11. **Complete Transfer Release Form.** Students transferring from a school within the United States must have a current academic advisor complete this form before the I-20 can be transferred. The form is available at www.admissions.grandview.edu > Admissions & Financial Aid > International Student Admissions.
- ❑ 12. **Receive I-20 from Grand View University.** The I-20 is a very important document. Be sure to safeguard it; do not lose or misplace this as you will need to carry the original I-20 when traveling.
- ❑ 13. **Proof of Health Insurance.** All international students are required to obtain health insurance coverage in the United States. Grand View can assist with obtaining an appropriate policy. Policy must be in effect before classes begin.
- ❑ 14. **Complete the I-901 form and pay the \$350 processing fee.**
You can do this online at <https://www.fmjfee.com/i901fee/>.
- ❑ 15. **Apply for F-1 Student Visa.** Contact your home country U.S. Consulate.
- ❑ 16. **Complete and submit online housing contract.** A housing contract must be submitted before placement is made. Please refer to contract agreement regarding university breaks.