

## Dear Prospective Graduate Student,

We are glad to learn of your interest in our college and assure you that we will do everything we can to assist you in the application process. However, at this stage of your inquiry, let me give you the proper and official procedure in filing your application and relate to you other important and pertinent information, which will help you as you prepare for your future studies.

1. **ACADEMIC RECORDS:** We will need to have sent directly to this office, from the institutions where you studied, official transcripts of your work to date. These records must bear the institution's seal and should list all the courses you have taken, grades received in each course, number of semester hours earned, and any certificate, diploma, degree or other recognition received. This is a requirement of our Admissions Committee. Also, we must have your transcripts so that all your work can be evaluated and we can determine your status and the length of time required to complete your program. These transcripts must be sent in English.
2. **COST OF STUDY:** For your information, the following is a listing of approximate basic expenses for a year of academic study (September-May) at Springfield College:

|                           |                 |
|---------------------------|-----------------|
| Tuition and fees          | \$14,649        |
| Room and Board            | 10,462          |
| Personal                  | 1,000           |
| <b>TOTAL (US dollars)</b> | <b>\$26,111</b> |

3. **FINANCIAL GUARANTEE:** A strictly enforced regulation of the United States Immigration Service makes it necessary for us to receive a guarantee of your financial support for the period of time you will be here. If an acceptance is given, we will require a deposit of money, which will be credited to your account, before we issue the US Government's Immigration Form I-20.
4. **APPLICATION FORM:** Enclosed you will find an application form for admission to the Master's Degree Program. If you can fulfill the above requirements and intend to apply, file this with our office along, with the application fee of fifty US dollars (\$50) at your earliest convenience. As soon as this is received and your official transcripts are sent and evaluated, we will be pleased to continue with your request to be considered for admission. Please understand that no application will be accepted without the application fee of \$50.

5. ENGLISH PROFICIENCY (TOEFL): Under both US Immigration and College regulations, a prospective international student must submit evidence of his/her proficiency to read, write and speak the English language. To fulfill this requirement, you should contact your regional TOEFL (Test Of English as a Foreign Language) Office and be tested as early as possible. The recommended score for a Master's Degree candidate, based on the recently incorporated computer-based testing system, is 213.

We look forward to hearing from you soon.

CONFIDENTIAL

FINANCIAL STATEMENT FOR GRADUATE  
INTERNATIONAL STUDENT APPLICANTS

According to present United States Immigration regulations, Springfield College is required to confirm that an international applicant has adequate financial resources to cover estimated expenses at our school. Please complete this form carefully; showing specifically what funding sources will be available for your first year of study at Springfield College. You should also be prepared to show evidence of financial support when you apply for the student visa.

Springfield College will issue the Form I-20 to an applicant only when the following conditions have been met (8CFR214.3k).

1. The prospective student has made a written application to the school.
2. The application, student's transcripts, proof of financial responsibility and other supporting documents have been received, reviewed and evaluated at Springfield College.
3. The student has met all standards for admission and has been accepted for enrollment in a full course of study.

1. NAME: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

2. Number of dependents with age and relationship of each:  
\_\_\_\_\_

3. Estimated travel cost between your home and Springfield College and return:  
\$ \_\_\_\_\_

4. Can you pay for your round-trip travel expenses? Yes \_\_\_ No \_\_\_

5. The estimated expenses of a graduate student for one academic year at Springfield College, from September to May, is **\$26,111 (U.S. dollars)**. This includes tuition, college housing (when available), meal ticket, (7 day plan), textbooks, fees, and insurance coverage. Please list below the amounts in U.S. dollars you will have available for your use while in the United States.

Sources: \$ \_\_\_\_\_ Family

\$ \_\_\_\_\_ Relatives (friends)

\$ \_\_\_\_\_ Government

\$ \_\_\_\_\_ Savings - give name and address of bank  
\_\_\_\_\_

\$ \_\_\_\_\_ Other (please specify)  
\_\_\_\_\_

Total: \$ \_\_\_\_\_

6. How long do you plan to remain in the United States: \_\_\_\_\_
7. If you plan to remain at Springfield College for a second year or longer, on what financial resources will you be able to draw?  
\_\_\_\_\_  
\_\_\_\_\_
8. After your studies in the United States, are you returning to a position in your home country?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, what position? \_\_\_\_\_  
\_\_\_\_\_
9. With respect to the academic year in which you are interested, have you, or do you expect to, apply for assistance (fellowship or loan) to any other organization, committee, or educational institution in your home country, or in the United States?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Give details:

10. Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**YOU MUST SECURE, IN THIS SPACE, THE SIGNATURE OF A BANK OFFICIAL, ATTORNEY, OR NOTARY PUBLIC VERIFYING YOUR STATEMENTS.**

I certify that the information furnished by the applicant above is a true and accurate statement of the financial resources available to him/her for study in the United States, under present regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Please return completed form to:

International Center  
Springfield College  
Springfield, MA 01109  
U.S.A.