

This form supplements the graduate application for admission available from the IU school or department to which you are applying. It is to be completed by all applicants holding U.S. citizenship or permanent resident/resident alien status who have completed all or part of their education outside the U.S. **All applicants on nonimmigrant visas** should complete the *International Application for Admission* available from International Admissions.

This information will be used to provide an evaluation of your educational history and background to the department in which you intend to major. Academic records must be complete and official before such an evaluation can be made.

## INSTRUCTIONS

1. Carefully complete the following form. Pay special attention to the following:
  - a. If you have been assigned an IU student identification by another department, office, or program on campus, be sure to list that number here. If you do not have an IU student number and/or choose not to disclose your social security number, a nine-digit number will be assigned to you. **NOTE: If you are applying for federal financial assistance, a U.S. social security number will be required. It is therefore important that you use the same number on all your other applications to IU so your university records will be complete. For further information in this regard, contact the Office of Student Financial Assistance (OSFA), Franklin Hall 208, Bloomington, IN 47405, (812) 855-0321, or the financial aid office on the campus to which you are applying.**
  - b. Be sure to list **every** school you have attended, whether or not you obtained a degree. Also list the school which you are currently attending. This information is important and allows International Admissions to provide an accurate and comprehensive description of your educational background.
2. Official academic records must be submitted before an evaluation can be forwarded to your department. Submit official academic records in their original language from **every** post-secondary school you have attended, whether or not you obtained a degree. If the original document is not in English, also provide an official, exact (literal), English translation. Secondary school records are usually not required. **Records must be issued by the registrar or record-keeping official from the institution at which the work was completed.** If you have studied in the U.S. or Canada, have official transcripts sent directly to International Admissions. If you studied in one of the countries listed below, submit the following:
  - Germany** – Certified copies of course *Scheine*, intermediate examinations results (if applicable), as well as intermediate and *diplom* certificates.
  - India** – Certified copies of the university mark sheets and degree certificates. Marks reported or issued by affiliated colleges are not acceptable.
  - People's Republic of China** – Academic records and degree certificates in both Chinese and English must be certified by the university registrar. Notarized copies or records certified by department heads are not acceptable.
  - Russia and the Commonwealth of Independent States** – Certified copies of the *akademicheskaya spravka* or the *prilozheniye k diplomu*, when available, as well as of the *diplom* certificate in English and Russian.
  - Taiwan** – Official academic records must list grades in percentages. If such is not available in English, an official transcript in Chinese listing percentage grades must also be submitted.
3. Submit this form and official academic records to our office **at least one month before** the regular departmental and school deadlines. This will allow us sufficient time to review your credentials.

1. If you have a **U.S. Social Security or IU student number**, enter it here. If you have neither, an IU student number will be assigned:

**Your full name:** \_\_\_\_\_  
(Last/Family) (First/Given/Personal) (Middle/Maiden)

**Gender:** Check one.  Female  Male **Proposed entry date:**  August  January  May  June Year: \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
(Street and number) (Town or city) (Province or state) (Postal code) (Country)

**Phone:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Place of birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_  
(month/day/year) (City or state and country)

**Check one:**  U.S. citizen  Immigrant/permanent resident/refugee/asylee

2. **Degree objective:**  M.A./M.S./M.M.  MBA  Ph.D.  Nondegree/visiting student  Other: \_\_\_\_\_  
(Specify)

**Intended field of study:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

3. **Educational background:** List below, with dates, **every** school you have attended from the time you entered primary school to the present. **Each primary, secondary, and post-secondary institution must be included.** If you need more space, attach a separate page.

Name of institution attended	Location of institution	Beginning & ending dates	Certificates, degrees, or diplomas (not translated)	Date Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you are now a candidate for any title, degree, or diploma, name it and the date you expect to receive it:  
\_\_\_\_\_

Previous or current university major(s): Undergraduate \_\_\_\_\_ Graduate: \_\_\_\_\_

Native Language: \_\_\_\_\_ TOEFL test date (if applicable): \_\_\_\_\_

4. **Date and signature (required)**

I certify that the information contained in this application is complete and accurate, and I understand that submission of inaccurate information can be considered sufficient cause for terminating my application or enrollment at Indiana University.

*All items submitted in support of an application become the property of Indiana University and cannot be returned to you.*

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