

*International Student Services*

INTERNATIONAL APPLICATION SUPPLEMENT

Rev. 05/19

Office of Undergraduate Admissions Office of Graduate Studies

700 Park Avenue 700 Park Avenue

Norfolk, Virginia 23504 Norfolk, Virginia 23504

(757) 823-8396 (757) 823-8015

internationaladmissions@nsu.edu gradstudies@nsu.edu

We are pleased to learn that you are interested in attending Norfolk State University. You may send your completed application and supporting documents to the Office of Undergraduate Admissions (undergraduate applications only) or the Office of Graduate Studies (graduate applications) at the corresponding address above. Applicants are encouraged to apply online by visiting our website at [www.nsu.edu](http://www.nsu.edu). If you choose to apply online, please mail supplemental documents addressed to the appropriate office.

In order to facilitate the application process and secure your visa, it is important to submit all application materials and credentials well before the application deadline. Please read the admissions requirements for your individual program carefully, complete all forms completely, and be sure to send or have sent the following documents:

**Undergraduate Students:**

* Completed undergraduate application;
* $25 (USD) application fee;
* Official or certified copies of records of *all* your academic work (in native language and in English) sent directly from school and examination results sent from examination council;
* Official TOEFL scores for non-native English speakers;
* SAT I or ACT scores for non-transfer students under 21 years of age;
* Financial documents including bank statements and certified Affidavit of Support or scholarship award letter;
* SEVIS Information Form; and
* Transfer Eligibility Certificate (transfer students only.)

\*Nursing school applicants must have one official copy of their academic work sent to the Office of Undergraduate Admissions and another official copy sent to:

Norfolk State University

School of Nursing

700 Park Avenue

Norfolk, Virginia 23504.

**Graduate Students:**

* Completed graduate application;
* Personal statement and three letters of recommendation;
* $35 (USD) application fee;
* Official or certified copies of all university transcripts evaluated by an accredited agency;
* Official TOEFL scores for non-native English speakers,
* Financial documents including bank statements and certified Affidavit of Support or financial award letter;
* SEVIS Information Form; and
* Transfer Eligibility Certificate (transfer students only.)

\*School of Education applicants must submit GMAT scores.

\*School of Social Work applicants should consult the NSU website at [www.nsu.edu](http://www.nsu.edu) for program-specific requirements. Please address all application materials to the School of Social Work.

\*Visual Studies applicants must submit a portfolio demonstrating art proficiency.

**APPLICATION DEADLINES**

**Undergraduate applicants** must submit all required documents to the Office of Undergraduate Admissions by **April 1** (August enrollment) or **October 31** (January enrollment).

**Graduate applicants** must have all application materials postmarked by the following dates:

Social Work: February 1 (only)

Psychology: March 1 (only)

All other graduate programs: March 1 (fall enrollment) or October 1 (spring enrollment)

Applicants will be notified of admission status and issued an I-20 form once all requested information has been received and evaluated by the Office of Undergraduate Admissions or the Office of Graduate Studies. If additional information is required, applicants will be notified by email or regular mail. Please be sure to include your email address on your application to expedite the application process.

**YOUR NAME**

Your family name or surname (as it appears on your passport) should be entered as the last name on the application and all supporting documents. Do not use initials. Your name should always be written in the same order on all correspondence, official documents, test scores, etc.

**STUDENT IDENTIFICATION NUMBER**

If you do not have a U.S. Social Security Number, NSU will assign you a University identification number. Once assigned an NSU identification number, please include it on all correspondence with the University.

**APPLICATION FEE**

A check (payable through a U.S. bank) or international money order in the amount of $25 (USD) for undergraduate students or $35 (USD) for graduate students made payable to Norfolk State University is required with the application. Do not send cash.

**RECORDS OF ACADEMIC WORK**

**Undergraduate students**

**Detailed reports of all secondary school and college/university studies** listing courses, length of time spent studying each subject, credit received, grade awarded, and final ranking should be sent to the Office of Undergraduate Admissions directly from the school. The reports should bear an official seal of the school and the signature of an accredited school official. Documents must be submitted in the native language with an official English translation.

Transfer students must have their official university transcripts sent directly from the school and a syllabus with course descriptions and credit hours received along with the secondary school credentials.

**Official results of state or national examinations** taken should be sent directly from the examination council. It is the student’s responsibility to see that his/her credentials are sent to the University.

If the school does not send official copies to third parties, you should send the original copies of your records. Copies of original records will be accepted if they are officially notarized and certified as true copies by the issuing school, a U.S. educational foundation, a U.S. Consul, AMIDEAST, Fulbright, or a similar agency.

Once documents, including transcripts, are submitted, they become property of the University and will not be duplicated or returned.

**Graduate students**

An official copy of all university transcripts with an official evaluation must be sent to the Office of Graduate Admissions. Social Work applicants must send application materials directly to the School of Social Work.

All foreign documents and credentials must be official. Once documents, including transcripts, are submitted, they become property of the University and will not be duplicated or returned.

**CREDENTIALS EVALUATIONS**

All ***undergraduate*** credentialsevaluations are completed by Admissions staff. All transfer students with foreign transcripts must submit course descriptions in English, which includes duration of each semester, definition of credit hour, and descriptions of each course obtained. Course by course evaluation analysis completed by an accredited agency is also accepted. Recommended credentials evaluation companies:

American Association of Collegiate Registrars and Admissions Officers (AACRAO): <https://www.aacrao.org/>

Educational Credential Evaluators: [www.ECE.org](http://www.ECE.org)

Educational Perspectives: [www.educational-perspectives.org](http://www.educational-perspectives.org)

World Education Services (WES): [www.wes.org](http://www.wes.org)

Prospective ***graduate*** students must have their foreign credentials evaluated by an accredited agency such as AACRAO, ECE, Educational Perspectives, or WES.

**PROOF OF ENGLISH PROFICIENCY**

University level proficiency in English is required at Norfolk State University. All applicants whose native language is not English (including non-matriculating students) must submit proof of English language proficiency. This requirement may be documented in the following ways:

* Test of English as a Foreign Language (TOEFL) score of minimum 173 on the computer-based test, 61 on internet-based, or 500 on the paper test. The score must be no more than two years old. For further information about the TOEFL, write to: Educational Testing Services, Box 899, Princeton, New Jersey 08540 or visit the ETS website at [www.toefl.org](http://www.toefl.org). When sending scores, be sure to include Norfolk State University’s ETS school code 5864.
* A score of 400 or better on the verbal section of the SAT I or a score of 17 on the English section of the ACT;
* Three (3) semester hours or more of college level English completed with a grade "C" or better at a regionally accredited U.S. institution; or
* Possession of a bachelor’s or master’s degree equivalent from an accredited institution located in a country where English is the native language.

**SAT I / ACT REQUIREMENT**

All non-transfer students under the age of 21 who are applying for *undergraduate* admission must submit scores from either the SAT I (Scholastic Achievement Test) or ACT (American College Testing) examination. If you have taken 15 or more credit hours at another U.S. institution and are applying to NSU as a transfer student, you are exempt from the SAT/ ACT requirement.

For more information about the SAT test or to locate a test center near you, visit [www.collegeboard.com](http://www.collegeboard.com). When sending scores, be sure to include Norfolk State University’s ETS school code 5864.

For more information about the ACT test or to locate a test center near you, visit [www.act.org](http://www.act.org). When sending scores, be sure to include Norfolk State University’s ACT school code 4425.

##### COSTS

An important aspect of planning your move to Norfolk State University is to have a realistic idea of the amount of money you will need to pay for tuition and living expenses in the United States, and to arrange your finances accordingly. Tuition and living expenses will vary for undergraduate students and graduate students. Living costs will also vary according to whether you are single, or bringing a spouse or other dependents with you. The amount of money you will need each term will also be affected by where you choose to live, how many credits you take, if you have a scholarship, and whether or not you plan to take courses at NSU during the summer session.

**ESTIMATED BUDGET**

Estimates are in American dollars. These costs are approximate; actual cost will vary by program and lifestyle. All costs are subject to change without notice.

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| --- | --- | --- |
| **2018-19** | Single Undergraduate | Single Graduate |
| Tuition and Fees | $21,418.00 | $24,668.00 |
| **Room and Board** | $10,360.00 | $10,360.00 |
| **Books and Supplies** | $600 | $600 |
| **Health Insurance** | $500 | $500 |
|  **Total** | $32,878.00 | $36,128.00 |

* Tuition and fees for undergraduate students based on 30 credit hours per academic year.

Tuition and fees for graduate students are based on 18 credit hours per academic year.

* Room and board costs are based upon on-campus double occupancy housing costs for an academic year (9 months). Off-campus accommodations may be less, depending upon housing choice.
* Students who remain in the United States from May to August should allow a minimum of $1600 for living expenses. Students who plan to continue their studies during the summer months should allow an additional $1700 per course for tuition and books.
* Students who will be accompanied by dependents must have an additional $3800 per year for the first dependent and $2500 per year for each additional dependent.

**FINANCIAL DOCUMENTATION**

International students planning to enroll on an F-1 (student) visa must provide proof of financial support. Before a Form I-20 will be issued, the student must be admitted to the University and provide assurance that sufficient financial resources are available to cover the costs for the first year of study and that adequate funding will be available for subsequent years.

Financial support may be obtained from more than one source, but documentation must be original, certified, and no more than 6 months old. Applicants should maintain a second set of financial documents to apply for the visa as the documents submitted to the University will not be copied or returned.

**Academic decisions concerning University admission are determined without regard to financial support; however, you will not be eligible to obtain an F-1 visa or register for classes without proof of adequate finances. NSU will not issue an I-20 until all forms are complete and necessary supporting documents have been received.**

**If a family member or another individual is sponsoring you, then you must submit:**

* An affidavit of support signed and certified by each sponsor indicating his or her willingness to provide financial support for you during your entire stay in the United States. The affidavit must be witnessed by a notary, a bank official, or another person who is authorized to administer oaths. The affidavit should indicate that you have sufficient funds *on demand* to cover all anticipated expenses for your first year of study, AND
* **Original** and certified bank statements, less than 6 months old, showing current available balance and average funds balance (in U.S. dollars) for the past year (for each sponsor) or a certified statement from an officer of the bank, postal or other financial institution where sponsor has assets, including the date account was opened, the total amount deposited for past year (in U.S. dollars), and the present balance (in U.S. dollars). The statement should indicate that you have sufficient funds *on demand* to cover all anticipated expenses for your first year of study.

If a local sponsor is providing in-kind support by offering room and board, this must be indicated on the affidavit of support. Please note that room and board supplied in return for any type of service constitutes illegal employment under USCIS regulations and will not be used for purposes of issuing a visa document.

**The total amount of funds available must exceed the estimated costs for one full year of study.**

**If you are paying for your education with your own funds, you must submit:**

* An **original** and certified bank statement, less than 6 months old, that shows both current available balance and the average funds balance (in U.S. dollars) for the last year OR
* A certified statement from an officer of the bank, postal or other financial institution where you have assets, including the date account was opened, the total amount deposited for past year (in U.S. dollars), and the present balance (in U.S. dollars).

The total amount of funds available must exceed the estimated costs for the entire period of study.

If you are funded through a government loan, grant, or scholarship:

You must have your sponsoring agency submit an official letter explaining the amount, terms, and duration of the award. The letter should also include instructions as to how and when tuition and fees will be paid.

The total of all funding sources must exceed the estimated costs for one full year of study.

**If you are receiving financial aid (assistantship, scholarship, etc.) from Norfolk State University:**

You must have the academic department providing the financial assistance send a copy of your award letter to the Office of Undergraduate Admissions or Office of Graduate Studies.

**The total of all funding sources must exceed the estimated costs for one full year of study.**

**TRANSFER STUDENT INFORMATION**

If you have attended a United States high school or university, you must request that each institution forward an official copy of your transcript to either the Office of Undergraduate Admissions or the Office of Graduate Studies.

Once you have met all admission requirements and provided the necessary financial documentation, you should meet with your current Designated School Official (DSO) to discuss your transfer plans and to agree on a transfer release date for your SEVIS record. **Have your DSO complete the Transfer Eligibility Certificate** and return it to the Office of International Student Services at Norfolk State University. He/she may fax it to (757) 823-2640 or mail it to Suite 110, 700 Park Avenue, Norfolk, VA 23504. Norfolk State University will work in conjunction with your current DSO to facilitate the transfer. Once your SEVIS record has been transferred to Norfolk State University, an I-20 form will be generated from Norfolk State University and mailed to you at the address you provide on the SEVIS Information Form, or you may choose to pick up the I-20 form upon arrival from the Office of International Student Services.

**ENROLLMENT DEFERMENT**

Students wishing to defer (postpone) their application or admission to a later term of entry must notify the Office of Undergraduate Admissions or the Office of Graduate Studies and request an Update Application Form. A deferment may require the submission of updated academic, English proficiency, and/or financial documents.

Students who will need a new visa document for the new term must return the old visa document to the Office of International Student and Scholar Services and provide new financial documentation.

**HEALTH INSURANCE REQUIREMENT**

It is Norfolk State University’s policy that all international students have adequate medical/health insurance coverage during their tenure; therefore, students are automatically enrolled in the University’s Health Plan which provides accident, prescription drug, and sickness benefits. Charges of $50 for the accident policy and $210.50 for sickness will appear on students’ financial statements every semester. Students will receive their insurance/prescription drug cards within a few weeks of their enrollment. Students under this policy have year-round coverage. Waivers will be issued with proof of insurance that meets minimum criteria.

**HOUSING**

Norfolk State University’s residential facilities accommodate approximately 1,900 students, and its two dining facilities provide meals for on-campus residents. Consideration for on-campus housing is given after the student has been admitted. Because on-campus housing is limited, it is important to complete the housing application and remit the housing deposit as soon as possible.

For more information about dormitories or off-campus housing, please contact the Director of Housing, 700 Park Avenue, Norfolk State University, Norfolk, VA 23504, email housing@nsu.edu , or call the Office of Housing and Residence Life (toll free) at (866) 378-7747. Additional information is available on our website at <http://www.nsu.edu/ResidentialLife/>.

Apartment-style housing (Spartan Suites) is available international students. For information about Spartan Suites, contact Housing at the number above or call 757-626-3141.

**OBTAINING A U.S. VISA**

Due to heightened security and more careful scrutiny of visa applications, it is taking longer for students to obtain their U.S. visas. Therefore, it is very important that you apply to Norfolk State University well before application deadline and make certain all documents are submitted so that you may receive your I-20 form or DS-2019 in a timely manner.

**TRAVELING TO THE UNITED STATES**

Please keep the following in mind when preparing to travel to the United States:

Once you receive your visa, you can enter the U.S. no more than 30 days before the program start date listed on the I-20. U.S. ports of entry are also denying entry to those students who attempt to enter the country after the start date printed on the I-20 form unless prevailing circumstances exist and proof in the form of a letter or telephone contact with a school official is provided.