



**Marywood University**  
 Office of University Admissions  
 2300 Adams Avenue  
 Scranton, PA 18509  
 USA  
 1-866-279-9663  
 E-mail: [gograd@marywood.edu](mailto:gograd@marywood.edu)  
 Website: [www.gogradmarywood.com/home/international-students/](http://www.gogradmarywood.com/home/international-students/)

## 2011 - 2012 Academic Year Graduate Checklist

Graduate students seeking admission to Marywood University should consult the application due dates on the following web page:

<http://gograduatemarywood.com/home/deadlines/index.html>

I am pleased that you have expressed an interest in Marywood University. The guidelines listed in this document are intended to assist you with the process of becoming a student at Marywood University. Please submit an **Application for Admission** to the Office of University Admissions along with the following documents:

1.  Application fee of \$35+ USD
- TOEFL, IELTS, or GRE, MAT, or GMAT scores
- Supplementary Questionnaire
- Citizenship/Visa Information
- Certification of Finances with Bank Statement
- Two Letters of Recommendation
- Official College Transcript/ Leaving Certificate\*\*
- Official GRE scores (if applicable)  
*(for a list of programs which require the submission of GRE scores, please visit: <http://gograduatemarywood.com/home/applying/applying-masters.html>)*

\*\*Your transcripts must be original with a seal and/or signature from the school for them to be considered official. If the transcripts are not in English they must be translated by a certified translator from a source such as World Education Services (WES) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

The required support for the first year, *not including summer*, must total at least \$30,027 USD†. \$14,220† is required for tuition and fees while the remaining \$15,807† is used for books, supplies, room & board and personal expenses. The **Certificate of Finances Form** must also be accompanied by a **bank statement**, showing proof the funds are in place. You may be offered financial aid from Marywood University based on academic merit, however, this will not cover all costs required to study. We strongly suggest you to be prepared to absorb any fees including tuition and/or room and board regardless of any anticipated scholarship or grant you may be awarded.

Once we have received all the documents required for admission, we will process your application for evaluation. The process of collecting documents and review can take up to six months. If you are accepted by the Admissions Committee at Marywood University, an acceptance packet will be sent to you.

Once you have been accepted and provided evidence of financial support you are required to send to Marywood a \$1,535 USD† **Advance Deposit** with a **notarized Affidavit** after you are accepted for study at the University. This deposit is non-refundable. If you are able to provide evidence of health insurance to the Office of International Affairs upon your arrival, an amount of \$535 USD† will be refunded to you.

A copy of the Affidavit form is available in your acceptance packet.

2.  Advance Deposit
- Notarized Affidavit
- Proof of Health Insurance

**OVER** →

3.

When Marywood University receives the \$1,535 USD† advance deposit the Office of University Admissions will send the you a confirmation packet. Inside this packet will be a **New Student Questionnaire** and **Student Health Services Form**. The **Student Health Services Form** must be completed with the assistance of your health care provider and returned to Marywood University. Pennsylvania State Legislature requires that all students residing in a residence hall in Pennsylvania be vaccinated for meningococcal meningitis. If you do not receive a vaccination prior to your arrival at Marywood University you must report to Student Health Services once on campus to obtain one. The cost of receiving a vaccination at Marywood is approximately \$125 USD†. The **New Student Questionnaire** must be also completed and sent to back to Marywood University.

- Student Health Services Form
- Residence Hall Agreement Form
- New Student Questionnaire
- Dining Plan selected

4.

Upon receipt of your **Advance Deposit, Certificate of Finances Form**, and **notarized Affidavit**, Marywood University’s Designated School Official for Non-Immigrant Students will issue you a Certificate of Eligibility Form I 20 . The I 20 will be mailed to you via FedEx.

Once your I-20 is received you must complete an **I-901 form** or **submit the I-901 application on-line**. Please go to [www.fmjfee.com](http://www.fmjfee.com) to access the hard copy form or to fill out the on-line form. This form must be completed in order to obtain your student visa. Do not send this form back to Marywood University. It is strongly recommended that you submit the on-line form. You will receive a receipt which you must present to the Consular Official at the embassy to obtain your student visa.

5.

- SEVIS\*\*\* Receipt (I-901) from U.S.C.I.S.

**Acquiring Your Visa**

During your interview it is strongly suggested that you bring:

6.

- your SEVIS\*\*\* receipt (I-901) from U.S.C.I.S.
- your valid passport
- a copy of your Certificate of Finances
- money for the visa application
- notarized Affidavit and bank statements
- your I-20
- proof of residence in your country

*\*Please note that any personal circumstances may alter these guidelines as they may not be exact procedures for every international student.*

*†Fees are subject to change.*

*\*\*\*The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international students and exchange visitors in the United States. SEVIS is designed to facilitate the entry and exit process for foreign students in the United States and for students seeking to study in the United States.*