

Checklist for Graduate School Admissions

- Application, completed in its entirety
- Official transcript(s) from all institutions where a degree was received or graduate level work was taken.
- Application fee. (Please review and attach the Payment Processing Form, printed page 11.)
- Official test scores should be sent to Graduate School Admissions (ETS Institution Code: 5859)

Checklist for Your Department/Program

- Letters of recommendation (make sure to list each evaluator in the application)
- Official transcript(s) from all institutions where a degree was received or graduate level work was taken to the department
- Statement of Purpose
- Supplemental information
- Test scores (GRE, GMAT, and/or TOEFL)

Check the website of the department for specific details on their requirements.

International Requirements

International applicants who are or will be in F-1 or J-1 student visa statuses are required to show proof of adequate funding for at least one year before an I-20 or DS-2019 form can be issued. To do so, please complete:

- Immigration Information Form and the Affidavit of Support on printed pages 9-10.
- (if applicable) Non-immigrant visa holders who are already students at U.S. Institutions, must complete the Transfer-In Information form available at www.graduateschool.vt.edu (International Graduate Student Services/Forms).

Test Scores

While we ask that you report your scores on this application, the official information must come from the respective testing agencies. Applications are not considered complete until this information is reported by the testing agencies.

Financial Aid Information

Financial assistance may be available through the department to which you are applying in the form of an assistantship (GTA/GRA) or fellowships. Check with your intended department for more information.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. Anyone having questions concerning discrimination or accessibility should contact the Office for Equal Opportunity.

College Contact Information

Agriculture & Life Sciences www.cals.vt.edu	540/231-6503
Architecture & Urban Studies www.caus.vt.edu	540/231-6386
Business (Pamplin) www.pamplin.vt.edu	540/231-6152
Engineering www.eng.vt.edu	540/231-9171
Liberal Arts & Human Sciences www.clahs.vt.edu	540/231-6779
Natural Resources www.cnr.vt.edu	540/231-7051
Sciences www.cos.vt.edu	540/231-5145
Biomedical & Veterinary Sciences www.vetmed.vt.edu	540/231-4992

Campuses Across Virginia

Blacksburg (main campus) www.vt.edu	540/231-8636
National Capital Region www.ncr.vt.edu	703/538-8327
Hampton Roads www.hrc.vt.edu	757/363-3930 x301
Richmond www.richmond.vt.edu	804/662-7286
Roanoke www.roanoke.vt.edu	540/767-6100
Southwest Virginia www.swcenter.vt.edu	276/619-4311
Virtual Campus www.vto.vt.edu	540/231-1264

Application Deadlines

FALL	July 1
SPRING	December 1
SUMMER 1	April 15
SUMMER 2	June 1

Send application and payment to: Graduate School Admissions

Graduate Life Center at Donaldson Brown
 Virginia Tech (0325)
 Blacksburg, VA 24061
 Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.

GENERAL INFO

LAST/FAMILY NAME	FIRST/GIVEN NAME	MIDDLE NAME	SUFFIX
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List any former names: _____

Social Security Number: _____

Providing your SSN is optional, but is required of enrolled students for federal tax reporting. If you intend to apply for financial aid and scholarships or be employed on-campus, your SSN must be submitted.

Student ID Number (if applicable): _____

 U.S. Mailing Address, if available

city	state	zip
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Current Daytime Phone: _____
 Home Office Mobile

Current Evening Phone: _____
 Home Office Mobile

Please list your primary phone and e-mail. We value your privacy and will not disclose your information.

E-mail Address: _____

 Permanent/Home Country Address (if different):

city	state	zip	country
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Permanent Daytime Phone: _____
 Home Office Mobile

Permanent Evening Phone: _____
 Home Office Mobile

PERSONAL INFO

Personal Information

Gender: Male Female

Date of Birth: ____ / ____ / ____ (MM/DD/YY)

City of Birth: _____

Country of Birth: _____

The U.S. Department of Education has requested that we collect the following information on race and ethnicity. Please answer both of the following questions:

Are you Hispanic, Latino, or of Spanish Origin? Yes No

Please select your race: choose all that apply.

- African American/Black
- American Indian/Alaskan Native
- Asian
- Native Hawaiian/Pacific Islander
- White

ACADEMIC HISTORY

Academic History

In chronological order, beginning with the most recent, list any bachelor and/or graduate level work that you will have done prior to enrollment. Note that official transcript(s) must be sent to the Graduate School and to the academic department to which you are applying.

INSTITUTION NAME	DEGREE TYPE	MAJOR	GPA	DATE RECEIVED/EXPECTED

Enrollment Information
Term of Enrollment
 FALL SPRING SUMMER I SUMMER II _____
year
Campus

 Students holding a visa status of **F1 or J1** are only eligible to apply for admission to the Blacksburg (Main) or the National Capital Region campuses.

- BLACKSBURG (MAIN)***
- HAMPTON ROADS
- NATIONAL CAPITAL REGION
- RICHMOND
- ROANOKE
- SOUTHWEST VIRGINIA
- VIRTUAL

*Blacksburg should be selected if the campus at which you intend to enroll is not listed. Provide details on the supplemental form, page 3 of this application.
Degree Level

- DOCTORAL
- EDUCATION SPECIALIST
- MASTERS
- GRADUATE CERTIFICATE

Desired Program

 Are you currently studying at a U.S. Institution? Yes No

If Yes, please review the International Requirements section of the cover sheet and complete the Transfer-In form.

Citizenship

Non-U.S. Citizen (visa required)

Country of Citizenship: _____

Visa Status: _____

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.

Please make sure that your referees have indicated in advance that they are willing to submit a reference form for you. Please keep in mind that it is your responsibility to ensure that your recommenders have submitted their forms by the appropriate deadline.

Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Virginia Tech has access to his or her academic records. We comply with this law, while still allowing the student the option of waiving the right to access this specific document. Waiving this right does not preclude you from access to the rest of your academic records. If you wish to waive the right to examine this evaluation at a later date, please indicate below. Your choice will not affect the consideration of your application to Virginia Tech.

LETTERS OF RECOMMENDATION

First Reference

 TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

-
- Yes
-
-
- No

Second Reference

 TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

-
- Yes
-
-
- No

Third Reference

 TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

-
- Yes
-
-
- No

While we ask that you report your scores here, the official scoring information must come from the respective testing agencies.

TEST SCORES

GRE General Test

 Test Date: _____ / _____ (MM/YY)
 Verbal Score: _____
 Quantitative Score: _____
 Analytical Writing Score: _____

GRE Subject Test

 Subject: _____
 Test Date: _____ / _____ (MM/YY)
 Test Score: _____

GMAT Score

 Test Date: _____ / _____ (MM/YY)
 Test Score: _____

TOEFL Please specify type of test, date taken or date schedule to be taken, and score details.

Paper-based

 Test Date: _____ / _____ (MM/YY)

Section Score

 Listening Comprehension: _____
 Structure and Written Expression: _____
 Reading Comprehension: _____
 Total: _____

Computer Based

 Test Date: _____ / _____ (MM/YY)

Section Score

 Listening: _____
 Structure: _____
 Reading: _____
 Writing: _____
 Total: _____

Internet-Based

 Test Date: _____ / _____ (MM/YY)

Section Score

 Reading: _____
 Listening: _____
 Writing: _____
 Speaking: _____
 Total: _____

TWE Test Date: _____ / _____ (MM/YY) Score: _____

IELTS (optional) Test Date: _____ / _____ (MM/YY) Score: _____

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.

Prior to completing this form, check with the department to which you are applying to see if they require a more specific supplemental form. Some departments have forms that replace this general one.

Name: _____ Date of Birth: ____ / ____ / ____ (MM/DD/YY)
Degree Program: _____

Alternate Campus Location

If you wish to take classes at a location other than the Virginia Tech campuses listed on printed page 1 of this application, please list below.

Academic and Professional Goals Statement

Please attach a 3 to 4 page double-spaced personal statement which includes the following:

- Why do you want to undertake graduate work?
- What do you expect to derive from your program of study?
- If you have a concentration in mind, briefly outline your interests in this area.
- What do you expect to contribute as a student and, subsequently, as a member of the profession?

Resume

Applicants are asked to provide a resume outlining your most recent experiences or by listing those that are most relevant to your application.

Financial Assistance

Do you wish to be considered for an assistantship or fellowship?	YES	NO
Will you be able to attend Virginia Tech without an assistantship or fellowship?	YES	NO

Pledge of Honor

I certify that all information provided to the Graduate School and department on my application and during the entire admissions process is accurate. I understand that upon admission and enrollment I will be subject to the rules and regulations of the university, including the Graduate Honor System (<http://ghs.graduateschool.vt.edu>).

Return your completed Supplemental Form to:

The department to which you are applying.

Please visit your College's website, listed on the cover sheet, for contact information.

APPLICANT SIGNATURE _____ DATE _____

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.

SIGNATURE — FINANCIAL — GOALS AND RESUME



This form should be used to obtain information from applicants who are non-U.S. citizens, and will require the issuance of an I-20 (for F-1 visa status) or DS-2019 (J-1 visa status) immigration document in order to attend Virginia Tech in an approved student immigration status.

Personal Information: (Please print your full name EXACTLY as it appears in your passport)

VT Student ID #
Last (family name) First Middle (if applicable)
Date of Birth (MM/DD/YYYY) City of Birth Country of Birth
Country of Citizenship Gender: Male Female
Email Address Alternate E-mail Address
Foreign Residence Address (Required): (Street, Road, PO Box)
(U.S. Address (if currently residing in the U.S.): (Street)
To which address would you like your immigration document to be mailed? Foreign Residence U.S. Address Other
Indicate Other Address
Applying for: Fall Spring Summer I Summer II Year 20 Major (Field of Study) Master's PhD

Immigration Information: (Please attach a copy of your passport identification page)

Are you currently in the United States? Yes No
If yes, please attach copies of your current immigration document(s).
1. What is your current immigration status? F-1 J-1 F-2 J-2 H-1b H-4 Other
2. What is your SEVIS ID number, if you have one?
3. Are you currently attending a U.S. school or university? Yes No
If yes, please list the school/university
4. Do you plan to leave the U.S. prior to coming to Virginia Tech? Yes No If yes, when?

Dependent Information: (For each dependent, please attach a copy of passport identification page)

- I will come to Virginia Tech alone.
The following dependents (spouse and/or children) will accompany me to the United States.
The following dependents (spouse and/or children) are currently with me in the United States and will remain with me.

Please give us the following information about your dependents. Attach additional page if necessary.

Table with 7 columns: Surname, Given Name, SEVIS #N, Date of Birth, Country of birth, Gender, Relationship. Includes checkboxes for Male/Female and Spouse/Child.



Funding Information:

Indicate the source of your funding and the amount in U.S. dollars. Financial documents older than six months are not acceptable. Statements must be in English, or have a translation attached.

	Amount
<input type="checkbox"/> PERSONAL FUNDS: (Attach or scan original bank statement)	_____
<input type="checkbox"/> PARENTS AND/OR SPONSORS: (Attach or scan original bank statement <u>and</u> official letter from sponsor stating name, relationship and amount of support per year.)	_____
<input type="checkbox"/> GOVERNMENT AGENCY: (Attach or scan original , signed statement of your award that specifies any stipend amounts and what is covered by the funding)	_____
<input type="checkbox"/> UNIVERSITY AWARD: (Attach or scan award letter or copy of assistantship agreement.)** Monthly stipend x 9 or 12 + waived tuition & fees**	_____
TOTAL	_____

Guidelines for Financial Requirements:

See below the general guidelines for the Financial Requirements. More information regarding the financial requirements can be found at <http://graduateschool.vt.edu/igss/financial>.

Blacksburg Students	Graduate (9 credits)	DVM (years 1-3)	DVM (year 4)
Tuition and fees:	\$26,981	\$49,646	\$50,912.50
Room and Board (12 months)	9,900	9,900	9,900
Miscellaneous expenses-books, laundry, clothes, etc. (9 months)	2,070	2,070	2,070
Health Insurance (approximate)	2,000	2,000	2,000
TOTAL	\$40,951	\$63,616	\$64,985.50

**Please note that all amounts are subject to change at any time.

Additional Fees:

- An additional \$5,500 needs to be shown for accompanying spouses.
- An additional \$2,000 needs to be shown for each accompanying child.
- An additional \$958 (2 semesters) for Engineering fields
- An additional \$864 (2 semesters) for Architecture, Industrial Design, Interior Design & Landscape Architecture
- An additional \$525 (2 semesters) for Public Health

Certification:

I certify that the information provided on this form and in attached documents is correct and complete.

_____	_____
Student Signature	Date

Immigration Form, Financial Documents, and all other documentation can be submitted by:

<p>Mail all original documents to: Virginia Tech – Graduate School (0325) 155 Otey St, NW Blacksburg, VA 24061 U.S.A.</p> <p>IMPORTANT NOTE: Do Not E-mail Required Documents</p>	<p>How to Send Documents: Documents can be sent via express mail by visiting https://study.eshipglobal.com/. Sign up as a student; click the “Send a Package” option; and select Graduate School at Virginia Tech as the university you want to send your documents to.</p>
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Frequently Asked Questions and Guidelines for Preparing the Immigration Information Form

Who should submit the Immigration Information Form?

Applicants who are or expect to be in F-1 or J-1 visa status.

When should you submit your financial documents?

Funding information may be submitted along with the application for admission, or after the admission decision has been made.

What are the deadlines for submission of the Immigration Information Form?

The Immigration Information Form and appropriate documentation must be received by International Graduate Student Services no later than **June 1st** for the fall semester and no later than **November 1st** for the spring semester.

How can the Immigration Information Form, Financial Documents and Affidavit of Support be submitted?

You may mail the documents to the International Graduate Student Services office (address above) or you may submit them via e-mail to the igss@vt.edu e-mail address. Please note that scanned documents MUST be a scan of the original copy. We will not accept photocopies by mail or e-mail.

What are the funding requirements?

The minimum requirements for one year for the Blacksburg campus are shown on our website at <http://graduateschool.vt.edu/igss/financial>. These amounts include tuition and fees, room and board, and miscellaneous expenses. Some majors require additional fees, detailed on the University Bursar's website at www.bursar.vt.edu. Note the additional costs that must be added for an accompanying spouse and for each accompanying child. Please note that the financial requirements generally increase every year and are published sometime in April.

Why do you have to provide proof of funding?

It is a federal requirement for the university to review proof of financial support before the issuance of the I-20 or DS-2019 immigration document. Individuals in F-1 or J-1 student status or who expect to be in either of these statuses are required to prove they have adequate funding for at least one year.

What types of documents are accepted?

The following documents are accepted as supporting documents for proof of financial support (students may have one or a combination of these):

- **Bank statement** or certification from a legal financial institution that is no older than 6 months. In the case of a printed statement from the bank, please write in BLUE INK the following statement "I verify that this is a true copy of my bank statement as of today's date", and sign and date the form. Bank statements should show the account holder's name which should be either the student's name or the sponsor's name.
- **Affidavit of Support from the sponsor//bank account holder** (if funding is from someone other than the student). The letter should include the beneficiary's name, sponsor's name, his/her relationship to the beneficiary (parent, sister, friend, etc.), the amount of support, the time period for which it will be provided, and a stated willingness to cover the student's expenses for this time period. The Affidavit of Support Form provided on our website can be used.
- **Original, written confirmation from the sponsoring institution** of a scholarship, fellowship, assistantship or other type of funding. The document must specify what is paid in tuition and fees, living expenses, insurance, and any stipend or salary paid to the student, and for what period of time.
- **Graduate Assistantship** award from Virginia Tech, a copy of the assistantship agreement signed by the academic department is required.

Other considerations:

Financial documents which are older than six months are not acceptable. Only original or scanned copies of original, current documents will be accepted. Many academic departments do not offer assistantships for the first year of study. No international student can work off campus for the first nine months of stay in the United States. Employment on campus is possible, but students should not plan on paying for the complete cost of their education from on-campus part-time jobs.

MAILING INFORMATION: Immigration documents are mailed through a bulk mail service, and can take from 3-6 weeks to be delivered, depending upon the country.

If you desire express mail delivery during peak processing times (**April 1-July 31 and October 1-December 15**), please follow the instructions on our website at <http://graduateschool.vt.edu/igss/mailingdocs>.



AFFIDAVIT OF SUPPORT

Required of students whose funding is coming from resources other than personal funds, a graduate assistantship, or government/corporate sponsorship.

Student Information

Name _____

Address _____

Country of Citizenship _____

Sponsor Information

Name of sponsor _____

Relationship to student _____

Address _____

Country of citizenship _____

Name of co-sponsor (if applicable) _____

Relationship to student _____

Address _____

Country of citizenship _____

Certification

This affidavit is made by me/us for the purpose of assuring university authorities and the U.S. Government that I/we am/are willing and able to maintain and support the student mentioned above. I/we intend to make specific financial contributions for the support of the student as shown in the attached bank/funding documents.

Sponsor signature _____

Co-sponsor signature (if applicable) _____

Date _____