

Information for Graduate Applicants

Admission to graduate study is granted on the basis of evidence of suitable preparation and the probability of success in the intended field of study.

Application Instructions

Applicants must **submit two separate application packets**.

Application Packet 1: The Office of Admissions

Return the following items to the Office of Admissions, Registration, and Records as a complete packet:

- University Application for Graduate Admission form.
- \$50.00 non-refundable application fee*. The fee is good for one calendar year. Pay by check, money order, or credit card. *Do not send cash.*
- One official transcript (in a sealed [closed] envelope from the issuing institution) from **each** post-secondary institution attended. (A transcript from PSU is not required.)
- Applicants whose native language is not English and who have not received a baccalaureate, master's, or doctoral degree from the United States, Australia, English-Speaking Canada, Ireland, New Zealand, or the United Kingdom are required by the University to submit official TOEFL or IELTS scores as detailed on page 2.

and

Application Packet 2: The Graduate Program Department

Return the following items to the specific graduate program department to which you are applying as a complete packet:

- The Graduate Application form provided by the specific department or the enclosed Departmental Graduate Admission Application form. **CHECK WITH THE SPECIFIC DEPARTMENT TO SEE IF THEY PROVIDE A GRADUATE APPLICATION FORM/PACKET BEFORE FILLING OUT THE ENCLOSED DEPARTMENTAL GRADUATE ADMISSION APPLICATION.**
- One transcript (official or unofficial, as requested by the specific department) from each post-secondary institution attended.
- Additional documentation as required by the department (applicants must contact the department for a list of required documents). These may include:
 - Letter(s) of recommendation (departments may have specific forms)
 - Official test scores (GRE, GMAT, etc.; TOEFL or IELTS for international students)
 - Essay or statement
 - Résumé
 - For those departments that require a departmental entrance exam, applicants must arrange a testing date.

Failure to supply complete and accurate information will delay the admissions process and subject the applicants to the University's policies governing academic dishonesty.

Application Priority Deadlines

Fall Term: April 1 Winter Term: September 1 Spring Term: November 1 Summer Session: February 1

Some departments have established earlier deadlines than the ones listed above or will admit students only for selected terms. Applicants should check with departments before applying. If the department has established an earlier deadline, completed application packets must be received by **both** the department **and** the Office of Admissions, Registration, and Records by the deadline date.

International students with F-1 or J-1 Visas have earlier recommended filing dates in some cases: Fall, March 1; Winter, July 1; Spring, November 1; Summer, February 1.

General University Guidelines

PSU students are required to be familiar with, and comply with, all rules and regulations governing graduate study as set forth in the PSU Bulletin.

Important: Students who do not register for the term in which they are admitted are subject to admission cancellation unless they notify the Office of Admissions, Registration, and Records and the graduate program department of their intent to change their term of enrollment. Notification must be given prior to the start of the term for which the student was admitted.

English Language Proficiency Requirement for Graduate Students

All graduate students whose first language is not English must meet the English language proficiency requirement prior to enrollment in academic classes. Please note that this requirement applies to all students, including permanent residents and citizens.

Requiring valid proof of English language proficiency is a mandate of the Office of Graduate Studies (OGS); the Office of Admission, Registration, and Records merely enforces this mandate. Thus, only OGS (not Admissions, Registration, and Records) can approve any exceptions. Applicants who have not met the English language proficiency requirement must discuss their situation with the graduate coordinator in the academic department (rather than approach OGS to ask for an exception or a waiver). Depending on the circumstances, the department may choose to submit a petition to OGS asking for a waiver/amendment to the English language proficiency requirement. Please note that petitions regarding this issue come from the department, never the student, and that waivers/amendments are rarely granted.

Some graduate departments will recommend admission without proof of English language proficiency; however, many will not. Applicants should consult with the department's graduate coordinator for an explanation for the department's policy.

The Office of Graduate Studies at Portland State accepts the scores of four standardized exams as proof of English language proficiency: 1) the International TOEFL [typically a computer-based test], 2) the PSU Institutional TOEFL [always a paper-based test], 3) the Internet-based TOEFL, and 4) the International English Language Testing System (IELTS).

Valid proof of English language proficiency:

1. Completion of a bachelor's, master's, or doctoral degree from a college/university in the United States, Australia, English-Speaking Canada, Ireland, New Zealand, or the United Kingdom;
2. Minimum required official score on the International TOEFL, PSU Institutional TOEFL, or IELTS, or;
3. Test scores (as described above) that are more than two years old if the score exceeded the minimum requirement and the applicant has maintained continuous residency in the U.S. since the exam date.

Test Score Minimum Requirements				
	Paper-based TOEFL	Computer-based TOEFL	Internet-based TOEFL	IELTS
Master's, Doctoral, and Graduate Certificate	550*	213*	Minimum per section: 18* reading 18* listening 16* speaking 16* writing	7.0
*Some graduate programs may require higher scores. Applicants should consult with the graduate coordinator in the academic department to verify the required minimum score.				

Invalid proof of English language proficiency:

1. Test score less than the minimum requirement;
2. Test score more than two years old (unless the applicant has lived continuously in the U.S. since the exam date), or;
3. Institutional TOEFL score from any school except PSU.

PSU Institutional TOEFL

The PSU Institutional TOEFL is offered at various times during the year: Contact the Office of Admissions, Registration, and Records (at intladm@pdx.edu) for specific dates and registration information.

Important: If the academic department recommends admission, but the applicant has not met the English language proficiency requirement, enrollment will be restricted to English as a Second Language (ESL) classes until the English language proficiency requirement has been met.



Departmental Graduate Admission Application

(Use this form only if the department does not require their own application form. Please check with the department to which you are applying to see if they have their own departmental application packet before filling out this form.)

NAME (Last/Family) (First) STUDENT ID NUMBER

(Other names used) EMAIL ADDRESS

TELEPHONE (Home) (Message/Other Telephone) DATE OF BIRTH (mm/dd/yyyy)

ADDRESS (Number and Street) (City and State) (Zip Code) (Country)

DEGREE: MAJOR: TERM: YEAR:
(Program to which you are applying) (Term and year for which you are applying)

BACHELOR'S DEGREE RECEIVED FROM:

(Institution) (City and State) (Degree, Major) (Date Received)

IF REQUIRED: List your Graduate Record Exam (GRE) scores:

Verbal Quantitative Analytical

IF REQUIRED: List other Graduate Test scores (i.e., GMAT, MAT, GRE Subject Exams, etc.):

EXAM SCORE PERCENTILE
EXAM SCORE PERCENTILE
EXAM SCORE PERCENTILE
EXAM SCORE PERCENTILE

COLLEGES AND UNIVERSITIES ATTENDED:

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

(Institution) (City and State) (Degree) (Major) (Date From) (Date To)

By your signature, you signify that all statements on this form and within this application are true and complete; that you have completed and submitted a separate university application packet; that you understand that admission to this program is selective and not guaranteed by this application; and that you must matriculate (register and pay for at least one course) in the term of your admission or your admission will be canceled. Furnishing false or incomplete information on an admission application is Academic Fraud and subject to disciplinary procedures through the Office of Graduate Studies and the Office of Student Affairs.

APPLICANT SIGNATURE DATE

PORTLAND STATE UNIVERSITY • OFFICE OF ADMISSIONS • P.O. BOX 901 • PORTLAND, OR 97207-0901

Please submit with a \$50 non-refundable fee. See payment methods on reverse.

Term/year you are applying for. Choose one:

Fall Winter Spring Summer Year _____

Have you previously applied to or ever attended PSU?

Yes (_____ last term/yr attended) No

Intended degree and major

Check the degree you are applying for in the box at right, and enter the code, from page 3, for your major(s) below:

Masters	MEd (GTEP)	MPA	Doctoral
<input type="checkbox"/> MA	<input type="checkbox"/> MEM	<input type="checkbox"/> MPAE	<input type="checkbox"/> EdD
<input type="checkbox"/> MS	<input type="checkbox"/> MEng	<input type="checkbox"/> MPH	<input type="checkbox"/> PhD
<input type="checkbox"/> MAT	<input type="checkbox"/> MFA	<input type="checkbox"/> MSE	
<input type="checkbox"/> MST	<input type="checkbox"/> MIM	<input type="checkbox"/> MSW	Certificate
<input type="checkbox"/> MBA	<input type="checkbox"/> MArch	<input type="checkbox"/> MURP	<input type="checkbox"/> CRTGR
	<input type="checkbox"/> MM	<input type="checkbox"/> MUS	

1. Social Security Number: _____ **PSU ID Number:** _____
(See Disclosure and Consent Statement on reverse) (If already issued)

2. Legal Name
 Last (Family) _____ First _____ Middle _____

3. Other names that may appear on your academic records _____

CONTACT INFORMATION

4. Current mailing address
 Number and Street _____ County _____
 City _____ State/Province _____ Zip/ Postal Code _____ Nation _____
 Home Phone _____ Alternate Phone _____ E-mail _____

5. Permanent mailing address
 Number and Street _____ County _____
 City _____ State/Province _____ Zip/ Postal Code _____ Nation _____
 Home Phone _____ Alternate Phone _____ E-mail _____

6. Emergency Contact Information
 Name _____ Relationship to Student _____
 Address _____ Phone _____

PERSONAL INFORMATION

7. Date of Birth _____ / _____ / _____ **8. Gender** Male Female
Month Day Year

9. Are you a U.S. citizen? Yes No **10. Are you a Permanent Resident of the U.S.?** Yes No
 If yes, date permanent resident card was issued: _____
 (Attach copy of front and back of Permanent Resident card)

11. If you are neither a citizen nor a Resident Alien, please list the following:
 Current visa type _____ Date issued _____ Country of birth _____ Country of Citizenship _____

12. Have you ever served in the United States military? Yes No
13. Would you like to receive information regarding Veterans Benefits? Yes No

The Oregon University System must seek to identify the ethnic background of applicants for admission in compliance with federal reporting requirements. You are encouraged to supply this information but may decline without prejudicing your application in any way.

14. Are you Hispanic or Latino? Yes No
15. What is your Race? Black or African American, Non-Hispanic White Asian
 Native Hawaiian/other Pacific Islander American Indian or Alaskan Native _____
(Tribal affiliation)

PREVIOUS EDUCATION

List each community college, junior college, four-year college, or university (including PSU) you have attended, beginning with the most recent. **Note:** Failure to provide this information subjects you to cancellation from the University. An official transcript is required from each post-secondary institution.

Office Use Only	Institution	Location (City & State)	Dates Attended (Month & Year)	Degree Received / Date
			to	/
			to	/
			to	/
			to	/
			to	/

TUITION CLASSIFICATION

16. Are you claiming tuition classification as an Oregon Resident? Yes No
 If yes, completion of all questions in this section is required. Failure to do so may result in your classification as a non-resident. If you are under the age of 24 and are dependent on an Oregon resident, you must also complete the parent/guardian section. Additional information may be requested.

17. Did a parent or legal guardian claim you as a dependent for the prior tax year? Yes No

18. Did a parent or legal guardian provide at least half of your financial support in the last 12 months? Yes No
 If you answered yes on question 17 or 18, you must complete the Parent/Guardian section

19. Have you resided in Oregon for 12 Consecutive months? Yes No
 If yes, when did your most recent continuous presence in Oregon begin?

Applicant	Parent/Guardian
_____	_____

20. If you have an Oregon driver's license, list the date of issuance: _____

21. Date of purchase/lease of Oregon residential property (month/year) _____

22. Employment information (for parent/guardian if you answered yes to question 17 or 18)

	(dates employed)	(dates employed)
Employer 1 _____ city/state _____	_____ to _____	_____ to _____
Employer 1 _____ city/state _____	_____ to _____	_____ to _____

23. Last two years you filed Oregon income taxes _____

24. Did you, your spouse, parent or legal guardian enter military service from Oregon? Yes No If yes, when: _____

25. Are you, your spouse, parent or legal guardian on active duty stationed in Oregon? Yes No

SOCIAL SECURITY NUMBER DISCLOSURE AND CONSENT STATEMENT

You are asked to voluntarily provide your Social Security Number to assist the Oregon University System (OUS), and organizations conducting studies for or on behalf of OUS, in developing, validating, or administering predictive tests; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. OUS will disclose your Social Security Number only if the studies are conducted in a manner that does not permit personal identification of you by individuals other than representatives of OUS, or the organizations conducting the study for OUS, and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required, and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent or the use of your Social Security Number at any time by writing to the Office of Admissions, Registration, and Records.

I certify that all statements on this application are complete and true. Furnishing false or incomplete information on an admission application is Academic Fraud and subject to disciplinary procedures through the Office of Graduate Studies and the Office of Student Affairs.

I understand that if I am admitted and do not enroll for the term in which I am admitted, my admission will be canceled. However, I further understand that if I wish to move my admission to a future term (within one calendar year of my original term of admission), I must request this option by contacting my department and the Office of Admissions; this request must occur before the end of the fourth week of the term of my original admission (this option may not be possible in all programs). Otherwise, I will need to submit a new application and non-refundable application fee.

Applicant Signature: _____ **Date:** _____

To pay the \$50 non-refundable application fee by Visa or Mastercard, complete the following information, or enclose a check payable to "Portland State University":		
Cardholder's Name _____	Card Number _____	Expiration Date _____
Cardholder's signature: _____ Date: _____		

GRADUATE DEGREE PROGRAM CODES

MASTER'S PROGRAMS

Interdisciplinary Studies

IST Interdisciplinary Studies, MA, MS
SSGN Systems Science, MS

College of Liberal Arts & Sciences

ANTH Anthropology, MA
BI Biology, MA, MS
CH Chemistry, MA, MS
CMST Communication Studies, MA, MS
CR Conflict Resolution, MA, MS
CWR Creative Writing, MFA
EC Economics, MA, MS
ENG English, MA, MAT
ENVM Environmental Management, MEM
ESR Environmental Sciences & Resources, MS

Foreign Languages, MA, MAT

FR French
GER German
JPN Japanese
SPAN Spanish
FLL Foreign Literature & Language, MA
GNAL General Arts & Letters, MAT, MST
GNSS General Social Science, MAT, MST
GEOG Geography, MA, MS
G Geology, MA, MS
GHYD Geology option: Geohydrology, MA, MS

HST History, MA
MTH Mathematics, MA, MS, MAT, MST
PH Physics, MA, MS
PSYM Psychology, MA, MS
Science, MAT, MST
SCBI Biology
SCCH Chemistry
SCES Environmental Science (MST only)
SCGN General Science
SCGL Geology
SCPH Physics
SOC Sociology, MA, MS
SHSM Speech and Hearing Science, MA, MS
STAT Statistics, MS
TESL Teaching English to Speakers of Other Languages, MA
WR Writing, MA, MS

School of Business Administration

BA Business Administration, MBA
IMGT International Management, MIM
FINA Financial Analysis, MS
HCM Health Care Management, MBA (joint with OHSU)

Graduate School of Education

Education Options, MA, MS
EDCI Ed: Curriculum and Instruction
EDCN Ed: Counseling
EDML Ed: Media/Librarianship
EDSP Ed: Special Education
EDPA Ed: Policy, Foundations, & Administrative Studies
EDME Elementary Education, MEd (GTEP)
EDMS Secondary Education, MEd (GTEP)

College of Engineering & Computer Science

CEEV Civil & Environmental Engineering, MS, MEng
CEM Civil & Environmental Engineering Management, MEng
CS Computer Science, MS
ECE Electrical & Computer Engineering, MS, MEng
ETM Engineering & Technology Mgmt, MS
Engineering Management, MEng
EMPM Project Management
EMTM Technology Management
ME Mechanical Engineering, MS, MEng
MFGE Manufacturing Engineering, MEng
MSE Materials Science & Engineering, MS
SOE Software Engineering, MSE
SYSE Systems Engineering, MEng

School of Fine & Performing Arts

ARCM Architecture, MArch
CAP Contemporary Art Practices, MFA
Music
MUS Music, MA, MS
MUSC Conducting, MM
MUSP Performance, MM
JZST Jazz Studies, MM
TA Theater Arts, MA, MS

Graduate School of Social Work

SW Social Work, MSW

College of Urban & Public Affairs

CCJ Criminology & Criminal Justice, MS
HMP Health Management & Policy, MPH
HP Health Promotion, MPH
HS Health Studies, MA, MS
PA Public Administration, MPA
PAEX Public Administration, MPAE (Executive)
PAHA Public Administration: Health Administration, MPA
PS Political Science, MA, MS
URP Urban & Regional Planning, MURP
USP Urban Studies, MUS

DOCTORAL PROGRAMS

Doctor of Education (EdD) Degrees

Educational Leadership
ELEA Administration
ELCI Curriculum & Instruction
ELPE Postsecondary Education
ELSC Special & Counselor Education

Doctor of Philosophy (PhD) Degrees

BIOD Biology
CHMD Chemistry
CEEV Civil & Environmental Engineering
CS Computer Science
ECE Electrical & Computer Engineering
Environmental Science & Resources:
ESGN Environmental Sciences and Resources
ESBL Biology
ESCH Chemistry
ESCE Civil & Environmental Engineering
ESEC Economics
ESGG Geography
ESGL Geology

ESGN General
ESPH Physics
MTED Mathematics Education
MTHS Mathematical Sciences
MECD Mechanical Engineering
PAP Public Administration & Policy
PHAP Applied Physics
PSYA Applied Psychology
SOCD Sociology and Social Inequality
SWSR Social Work & Social Research
Systems Science:
SSGN Systems Science
SSAN Anthropology
SSBA Business Administration
SSCE Civil & Environmental Engineering
SSEC Economics
SSEM Engineering Management
SSMA Mathematics
SSME Mechanical Engineering
SSPY Psychology
SSSO Sociology
TECD Technology Management
UST Urban Studies

GRADUATE CERTIFICATE PROGRAMS (CRTGR)

GCAC Addictions Counseling
GCCD Analog & Microwave Circuit Design
GCAS Applied Statistics
GCCL Children's & Young Adult Literature
GCCS Communication Systems
GCCJ Computational Intelligence
GCCA Computer Architecture & Design
GCCM Computer Modeling & Simulation
GCCC Computer Security
GCDA Design Automation
GCDD Digital Design
GCDS Digital Signal Processing
GCES Earth & Space Sciences for K-12 Educators
GSEN Energy Systems
GCEG Engineering Geology
GCVG Environmental Geology
GCER Environmental & Resources Economics
GCFM Food Marketing & Logistics
GCGI Geographic Information Systems
GRNC Gerontology
GCHG Hydro-Geology
GCHY Hydrology
GCIP Image Processing
GCIT Infant/Toddler Mental Health
GCCT Integrated Circuit Testing, Verification, & Validation
GCLO Lasers & Opto-electronics
GCNP Management of New Product Development
GCMF Marriage, Couples, & Family Counseling
GCMS Mathematics for Middle School Teachers
GCPM Public Management
GCRE Real Estate Development
GCSO Software Engineering
GCSA Student Affairs in Higher Education
GCSU Sustainability
GCSE Systems Engineering Fundamentals
GCAL Teaching Adult Learners
GCTR Transportation
GCUU Urban Design