

## 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.

<b>Test Score Minimum Requirements</b>				
	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](mailto: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.):

Table with 3 columns: EXAM, SCORE, PERCENTILE. Four rows of data.

#### 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

A \$50 non-refundable Application Fee is required. See payment methods on page 2.

**Application for (choose one):** Fall 20 \_\_\_\_ Winter 20 \_\_\_\_ Spring 20 \_\_\_\_ Summer 20 \_\_\_\_

Have you previously applied to or ever attended PSU?  Yes \_\_\_\_ last term/yr attended  No

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Masters</b>	<input type="checkbox"/> MEd (GTEP)	<input type="checkbox"/> MPA	<b>Doctoral</b>
<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	<b>Certificate</b>
<input type="checkbox"/> MBA	<input type="checkbox"/> MArch	<input type="checkbox"/> MURP	<input type="checkbox"/> CRTGR
	<input type="checkbox"/> MM	<input type="checkbox"/> MUS	

**BIOGRAPHICAL INFORMATION**

**Social Security Number**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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See Disclosure and Consent Statement on reverse

**PSU ID Number**  
(If already issued)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Legal Name**

Last (Family)	First	Middle
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**Other name(s) that may appear on your academic records** **E-mail Address**

**Current Mailing Address**

Number and Street	County	Home Phone ( )
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City	State/Country/Zip	Other Phone ( )
------	-------------------	-----------------

**Permanent Address**

Number and Street	County	Home Phone ( )
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City	State/Country/Zip	Other Phone ( )
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**Emergency Contact** Name \_\_\_\_\_

Number and Street \_\_\_\_\_

City \_\_\_\_\_

State/Country/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Ethnic Identity (Optional):** OUS complies with federal requirements in encouraging applicants to identify their ethnic background. You may decline without prejudicing your application in any way. If responding, please check all that apply:

**B** Black/African American, Non-Hispanic  **N** North African

**W** White, Non-Hispanic  **D** Decline to respond

**H** Hispanic/Chicano/Latino (Specify) \_\_\_\_\_

**A** Asian or Pacific Islander (Specify) \_\_\_\_\_

**I** American Indian or Alaska Native \_\_\_\_\_  
Specify Tribal Affiliation \_\_\_\_\_

**M** Middle Eastern (Specify) \_\_\_\_\_

**Gender**  Male  Female  Other

**Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

**Residency Status**

Are you a U.S. Citizen?  Yes  No

If No, are you a Permanent Resident?  Yes  No

If yes, Permanent Resident Card number \_\_\_\_\_

Date Permanent Resident Card was issued \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Attach a photocopy of both sides of Permanent Resident Card

If you are neither a U.S. Citizen or Permanent Resident, please list:

Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa expiration date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

continue on page 2

**Previous Education**

List each community college, junior college, trade school, vocational school, four-year college, and/or university (including PSU) you have attended, beginning with the most recent. Use additional pages if necessary.

**Note: Admission may be rescinded if your entire post-secondary educational history is not disclosed on this application. An official transcript is required from each institution (excluding PSU). Send or submit transcripts in their original, sealed (closed) envelopes to PSU Office of Admissions.**

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

**Tuition Classification**

For tuition purposes, are you an Oregon:

- Resident     Non-Resident

If you consider yourself an Oregon resident, please answer the questions at right. Without this information, you may be classified as a non-resident and *assessed higher tuition*.

Dates of most recent continuous physical presence in Oregon	Applicant _____ to _____	Parent or Guardian (if applicant under 21) _____ to _____
The last two years Oregon income taxes were filed	_____ & _____	_____ & _____
Issue date of Oregon Driver's License:	_____ / _____ mo                  yr	_____ / _____ mo                  yr
Date of Oregon Voter Registration	_____ / _____ mo                  yr	_____ / _____ mo                  yr
Dates of military service, if applicable	_____ to _____	_____ to _____
Did you enter the military while a resident of Oregon? <input type="checkbox"/> Yes <input type="checkbox"/> 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:** \_\_\_\_\_

**Pay \$50 non-refundable Application Fee:**     By enclosed Check or Money Order, payable to "Portland State University"  
By     Visa     MasterCard:

Card Number    Exp. Date (MM/YY)    Cardholder's Name    Cardholder Signature

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## 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, MAT, MST  
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  
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  
GCCI 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  
GCEN 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  
GCUD Urban Design