



WWU Graduate School Application Instructions

Application Fee

- \$50 / On Campus Programs
- \$100 / Off-Campus Programs
- \$50 / Post Master Programs

This application fee is non-refundable.

Method of Payment

The application fee must be paid by check or money order in US funds.

Please be certain that your application is complete and ready for evaluation, and make a copy for your records.

Disability Accommodation Information

Persons with disabilities requiring accommodation or assistance in the application process may contact the Graduate School at (360) 650-3170, or [disAbility Resources for Students](#) at (360) 650-3844 (voice) or (360) 650-3725 (TTY). This publication will be made available in alternate formats upon request. Please call (360) 650-3170 to discuss your specific needs. Unless otherwise noted, phone numbers listed in this application may be accessed through the Washington State TDD Relay Service at (800) 833-6388.

Residency

The determination of residency status (for tuition purposes) is made by the Registrar's Office based upon a set of [criteria](#). If, based upon the information you provide in this application, your residency is uncertain, the Graduate School will provide you with a Residency Questionnaire that you may complete and submit to the Registrar's Office to clarify your status.

General Information

All documents submitted in support of your application become the property of the University and will not be returned, copied for the applicant or a third party or forwarded (except to the department for admission and Graduate Assistantship selection purposes).

Admission Eligibility (International Applicants)

If you do not meet the following criteria, your application cannot be accepted.

Funding

A completed [Statement of Financial Responsibility](#) must be submitted with this application. International students are not eligible for admission without this document and verification of funds. (Canadian applicants may submit verification of employment in lieu of verification of funds.)

An official letter on the financial institution letterhead with an original signature must be sent separately.

Also, if the funds are not in the name of the student, the sponsor must send a letter stating that they will provide financial support for the student's living expenses, tuition and fees.

International students are not eligible for financial aid.

TOEFL

You must obtain at least the minimum TOEFL scores (227 computer-based test (CBT), 567 paper-based test, 86 internet-based test) for admission eligibility unless:

- English is your native language; or
- You have earned, or are in the process of earning, a baccalaureate (or higher) degree from a regionally accredited U.S. institution; or
- You earned your degree at an institution where English was the language of instruction.

Official TOEFL scores must be on file in the Graduate School office when the application is received.

Institutions Attended/Transcripts

The degree-granting institution must be recognized by the International Association of Universities or the Ministry of Education (or equivalent) in the country where the degree was earned. You must have earned a degree that is equivalent to a four-year U.S. baccalaureate prior to beginning the graduate program.

If you earned your undergraduate degree in a country other than the US or Canada, an official degree equivalency evaluation from an accredited credential evaluation service must be submitted for admission consideration, in addition to the official transcript. The agency must belong to the National Association of Credential Evaluation Services (NACES). Member organizations include:

- [American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#)
- [Educational Credential Evaluators, Inc.](#)
- [World Education Services, Inc.](#)

All transcripts and diplomas must be translated into English by the institution, Ministry of Education (or equivalent) or an accredited translation agency.

VISA Information

As an international applicant, you may need additional processing time for your visa application. In some countries, 6 to 8 months is required. Contact the local U.S. consulate for processing requirements.

The I-20 / I-94 is issued in lieu of the student visa for applicants from Canada.

Admission Eligibility (Domestic Applicants)

English Language Proficiency

All Applicants must obtain at least the minimum TOEFL scores (227 computer-based test (CBT), 567 paper-based test, 86 internet-based test) for admission eligibility unless:

- English is your native language; or
- You have earned, or are in the process of earning, a baccalaureate (or higher) degree from a regionally accredited U.S. institution; or
- You earned your degree at an institution where English was the language of instruction.

Undergraduate Degree

Domestic applicants must have earned a baccalaureate degree from an institution accredited by regional Associations of Schools and Colleges prior to beginning the graduate program.

Teaching Assistantships (TAs)

TA positions are available in limited numbers for most programs that are offered on WWU's main campus in Bellingham. For information concerning the role/responsibilities and benefits associated with these assistantship, please see [Graduate Assistants: Appointment, Assignment and Evaluation](#)

If you wish to be considered for a Teaching Assistantship, please select "Yes" from the pull-down menu associated with the "TA Interest" item on the Graduate School application.

International Students: Graduate Teaching Assistantships are generally not awarded to international students during the first year of study to ensure that students demonstrate English language competency.

Supporting Documents

Please review application requirements list for your selected program to ensure you submit all necessary documentation with your graduate school application

MESP Adviser Form: Required for MESPES and MESP BIO applicants, and available online as interactive PDF form. You may fill out online, print out and submit on paper through the mail.

Statement of Purpose: Please see [Statement of Purpose Guidelines](#) for specific guidance concerning suggested/required content and length.

Writing Samples: Writing Samples should **not** be submitted electronically. If the program to which you are applying requires a writing sample, please provide a paper copy to the Graduate School through the mail.

- Creative Writing (English): 10-15 pages of prose or poetry
- English Studies (English): 7-12 pages of written work in literary study
- History: Research paper or similar example of writing ability.

Reference Letters: Three current letters of reference from professors in the applicant's undergraduate major field, or from professors of post-baccalaureate courses, or from others able to make an appropriate assessment of the applicant's academic or professional competence; if confidential, they must be received in sealed envelopes, with the signature of the referee across the seal.

Complete the interactive PDF [Reference Form](#) online and mail the authorized form to the referees in printed format. Referees may then return the form to you, or send the completed form directly to the Graduate School. Use of WWU Graduate School Reference Form is suggested, but not required. Referees may submit their comments directly to the Graduate School in narrative format instead of the form.

Exception: Educational Administration applicants should request letters from individuals who can speak to their potential as administrators and use the [Ed. Admin Professional Reference form](#) rather than the standard Reference Form.

Institutions Attended (Transcripts)

Please provide a complete chronological list of post-secondary institutions you have attended for academic credit. Two (2) official transcripts from each of these institutions must be submitted in support of your application.

Official transcripts must have been printed within the last two years, and must arrive at the Graduate School in sealed envelopes prepared by the university or college.

EXCEPTIONS-

WWU Students: If you have attended WWU, it is *not necessary to provide WWU transcripts or other transcripts previously submitted to WWU*. If you enrolled in non-graded courses at Fairhaven College or in the Human Services program, please request written course evaluations. Forward evaluations directly to the Graduate School.

Principal or Superintendent Cert. Applicants: Principal and Superintendent Cert applicants are only required to provide a master's degree transcript.

International Applicants: If you earned your undergraduate degree in a country other than the US or Canada, an official degree equivalency evaluation from an accredited credential evaluation service must be submitted for admission consideration, in addition to the official transcript. The agency must belong to the National Association

of Credential Evaluation Services (NACES). Member organizations include:

- [American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#)
- [Educational Credential Evaluators, Inc.](#)
- [World Education Services, Inc.](#)

All transcripts and diplomas must be translated into English by the institution, Ministry of Education (or equivalent) or an accredited translation agency.

Test Scores

Applications cannot be forwarded for review by program faculty until the appropriate test scores are received.

Test scores must be submitted directly to the WWU Graduate School from the testing service (GRE, Educational Testing Service; MAT, Harcourt Assessment; GMAT, Graduate Management Admissions Council).

Allow adequate lead-time for score reporting. Processing time varies from 10 days to 3 weeks.

Programs requiring GRE scores require only scores from the **GRE general test**. It is recommended, but not required that applicants to programs offered through the Psychology Department (Experimental Psychology, Mental Health Counseling, and School Counselor) take the GRE Psychology subject test.

For more information or to order test scores:

- **GMAT** 1-800-GMAT-NOW, <http://www.mba.com>
- **GRE** 1-609-771-7670, <http://www.gre.org>. ETS institution code for WWU: 4947.
- **MAT**: 1-800-622-3231, <http://www.millieranalogies.com> MAT school code for WWU: 2293.00.
- **TOEFL**: <http://web1.toefl.org/>

The MAT is offered at [WWU's Testing Center](#). For information or to schedule an appointment, call 360-650-3080.

Submit application and all supporting documents directly to the Graduate School at:

Mailing Address: **WWU Graduate School**
516 High Street, Old Main 530
Bellingham, WA 98225-9037

If you have any questions, please contact us at:

Phone: (360) 650-3170

Email: gradschool@wwu.edu

Fax: (360) 650-6811