



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

**(360) 650-3170, [gradschool@wwu.edu](mailto:gradschool@wwu.edu)**

## **PDF Application Instructions**

### **General Information**

**The PDF may not be submitted online. Please use the interactive fields to enter your information, then print the application, sign and date at the bottom and submit to the Graduate School with your application fee.**

All documents and test scores 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).

Once initial processing of your application is complete, the Graduate School will send a link via email to a web view of your application status. Through this site you will be able to continuously monitor the receipt of supporting documents for your Graduate School application.

### **Application Fee**

- \$60 / On Campus Programs
- \$100 / Off-Campus Programs
- \$60 / 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 link to the Residency Questionnaire and detailed information. Complete and submit the questionnaire to the Registrar's Office to clarify your status.

### **Admission Eligibility (International Applicants)**

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

Applicants must have already completed a baccalaureate degree from a regionally accredited U.S. college or

university, or an equivalent degree from a foreign university before the term in which they intend to begin their WWU graduate program. The degree must be appropriate to the master's study intended.

### **Grade Point Average**

In order to be eligible for full admission, applicants must have a 3.0 GPA (on a 4.0 scale) over the last 60 semester-hours or 90 quarter-hours of study. Post baccalaureate coursework must be "upper-division" at a four-year university to be included in GPA calculation.

Applicants with equivalent U.S. advanced degrees from accredited institutions are considered to have met GPA requirements.

### **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 U.S. 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. Order a document-by-document evaluation if your degree is complete; if your degree is not complete, order a course-by-course evaluation.

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.](#)
- [Foundation for International Services \(FIS\)](#)

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.

### **Grade Point Average**

In order to be eligible for full admission, applicants must have a 3.0 GPA (on 4.0 scale) over the last 60 semester-hours or 90 quarter-hours of study. Post baccalaureate coursework must be “upper-division” at a four-year university to be included in GPA calculation.

Applicants with advanced degrees from accredited institutions are considered to have met GPA requirements.

## **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 assistantships, please see [http://www.wvu.edu/depts/gradschool/pdfs/TA\\_Description.pdf](http://www.wvu.edu/depts/gradschool/pdfs/TA_Description.pdf) .

If you wish to be considered for a TA position, please indicate “YES” in the “TA Interest” item on the application, and submit a resume.

**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 MESPPIO applicants, and available online as an interactive PDF

form. Fill out online and submit via email.

**Geology Adviser Form:** Required for Geology applicants, and available online as an interactive PDF form. Fill out online and submit via email.

**Biology Adviser Form:** Required for all Biology applicants, and available as an interactive PDF form. Fill out online and submit via email.

**Statement of Purpose:** Please see [Statement of Purpose Guidelines](#) for specific guidance concerning suggested/required content and length. If there is no entry in the guidelines for your specific program, please contact the program adviser or coordinator for more information.

*In general, a statement of purpose should include a narrative about your background, academic /professional interests, goals for graduate study and future career plans related to the degree.*

**Ed. Admin Site Selection Form:** Ed. Admin applications should use this form to identify the site at which they intend to attend classes. Fill out online, print, and submit through the mail.

### **Writing Samples:**

The following programs require writing samples:

- 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.
- Political Science/Political Science (Environmental Studies): research paper, or other paper demonstrating 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.

Options:

- 1.) Standard narrative letter on institutional letterhead with signature of referee.
- 2.) **PDF Reference Form:** Use of WWU Graduate School Reference Form is optional; it is provided as a guideline for evaluation criteria. Referee's may fill out the form online and submit via email.
- 3.) If you are requesting reference letters from WWU faculty, you may use the [Graduate School Confidential Admissions Reference E-sign form](#). We recommend that you send a link to the blank form with your request for a reference, and ask that the faculty member complete the form and send directly to the Graduate School office. As you will not be filling in any info on the form, please be sure to provide the referee with your full name, which program you are applying to, and the admission term.

Exceptions:

- **Educational Administration:** Ed Admin MEd, Principal Cert. and Superintendent Cert. applicants should request letters from individuals who can speak to their potential as administrators and use the [Educational Administration Professional Reference form](#) rather than the standard Reference Form.
- **MBA:** Reference letters not required.

## Institutions Attended / Transcripts

Please provide a complete chronological list of post-secondary institutions you have attended for academic credit. **One official transcript 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 Credentials:** If you earned your undergraduate degree in a country other than the U.S. 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.](#)
- [Foundation for International Services \(FIS\)](#)

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 no older than 5 years and submitted directly to the WWU Graduate School from the testing service (GRE, Educational Testing Service; MAT, Harcourt Assessment; GMAT, Pearson VUE).

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.milleranalogies.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:**

**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](mailto:gradschool@wwu.edu)**

**Fax: (360) 650-6811**