

# Instructions for International Applicants and Applicants with International Credentials

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## International Student Application Deadlines

Application deadlines for international applicants are one month prior to the deadlines printed in the Graduate Program Requirements Chart. If a specific deadline is not listed on the chart, international applicants should use the following deadlines:

Term	Deadline
Fall	May 1
Spring	December 15

## Applicants Living Abroad

If you live outside the United States, you may give permission to another individual living in the United States to act on your behalf during the admissions process. Submit a letter with your application for graduate admission listing the name, address, and telephone number of your designee. Please sign and date the letter. Without formal written permission, George Mason University may not disclose information regarding your application to another individual or agency.

## Special International Applicant Requirements

George Mason requires all international applicants to provide the following:

- official copies of school transcripts in their original language
- notarized or certified translations of the school transcripts in English (if applicable)
- external evaluations of all transcripts

It is incumbent upon the applicant to obtain an *external transcript evaluation* by using a credential evaluation service in the United States. The external evaluation should include confirmation of receipt of a degree that is equivalent to a four-year degree in the United States, the approximate translation of the GPA to a 4.00 system, and verification of the authenticity of the international documents. All costs for a credential evaluation service are the responsibility of the applicant. **The applicant must provide all necessary documentation.**

Applicants to the School of Information Technology and Engineering (IT&E) are required to submit official translations of all documents as a part of the IT&E graduate admissions process.

## Transcripts and Certificates

You must submit official records (transcripts) from each college or university you have attended and certificates of degrees or diplomas you have received. Please list on the application the exact university degree(s) you have received. If detailed transcripts are not available, the certificates must be accompanied by official statements showing the class or quality of the degrees and marks received on degree examinations, as well as the maximum number of marks obtainable.

You may submit **copies** of transcripts and degree and diploma certificates **only** if they have been validated by a university administrative officer, a government official, or a notary public. Graduate applicants must show documents proving award of either a bachelor's degree or equivalent, or a graduate degree.

## Translation and Evaluation Services

Additional translation and evaluation services are listed on the National Association of Credential Evaluation Services web site at [www.naces.org](http://www.naces.org).

American Association of Collegiate Registrars and Admissions Officers  
One Dupont Circle, N.W., Suite 520  
Washington, DC 20036-1135  
Phone: (202) 296-3359  
Fax: (202) 872-8857  
E-mail: [info@aacrao.org](mailto:info@aacrao.org)  
Web: [www.aacrao.org](http://www.aacrao.org)

The Foreign Educational Document Service  
P.O. Box 4091  
Stockton, CA 95204  
Phone: (209) 948-6589  
(translation: Spanish only)

Educational Records Evaluation Service Inc.  
777 Campus Commons, Suite 200  
Sacramento, CA 95825-8309  
Phone: (916) 565-7475  
Fax: (916) 565-7476  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Web: [www.eres.com](http://www.eres.com)

World Education Services Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Phone: (800) 937-3895  
Fax: (212) 966-6395  
E-mail: [info@wes.org](mailto:info@wes.org)  
Web: [www.wes.org](http://www.wes.org)

## Test of English as a Foreign Language (TOEFL)

The TOEFL is required for all applicants whose native language is not English. The TOEFL is not required for applicants who have studied and received a degree from a university in the United States, Canada, the United Kingdom, Australia, or New Zealand. A minimum score of 575 on the paper-based test or a 230 on the computer-based test and 4.5 on the TOEFL Test of Written English is required. A score of 600 on the paper-based test or 250 on the computer-based test is required for teaching and research assistants. For score reporting purposes, George Mason University's institutional code is 5827. Please refer to the Standardized Tests section of this document for TOEFL registration information at [www.toefl.org](http://www.toefl.org).

**Please note:** If you have a TOEFL score of at least 520 (paper-based) or 190 (computer-based), please contact the English Language Institute. You may qualify for George Mason's Pre-Graduate English Proficiency Program if you have met all other academic requirements. Please contact the English Language Institute at [ELI@gmu.edu](mailto:ELI@gmu.edu) for further information.

## Financial Documents Required

**International students requiring an immigration document from George Mason University must complete and return the International Student Information Form along with original bank statements and sponsorship letters.** The student must show that sufficient financial resources are available to cover the costs of the first year of study and that adequate funding will be available from dependable sources for subsequent

years. Bank statements must be current; documents older than six months are not acceptable. Stocks and bonds are also not acceptable as proof of funding. **Please be aware that George Mason will not bill sponsors located outside of the United States.** Instructions concerning third-party billing are available at the Student Accounts Office, in the *Schedule of Classes*, and on the web at [www.registrar.gmu.edu/calendars.html](http://www.registrar.gmu.edu/calendars.html).

### Issuance of Nonimmigrant Student Visa Documents

Once a student has been approved for admission to George Mason and has submitted acceptable proof of funding, the Office of International Programs and Services (OIPS) will review each case and mail the proper immigration document (Certificate of Eligibility for Nonimmigrant [F-1] Student: Form I-20 or Certificate of Eligibility for Exchange Visitor Status: DS-2019) directly to the student or to a designated contact person.

### International Students outside of the United States

To apply for a visa, students should be prepared to show the following documents at the U.S. embassy or consulate overseas: I-20 or DS-2019, passport, letter of admission to George Mason, proof of financial support, and strong evidence of intent to return to their home country after completion of studies. For more specific information, students should contact the nearest U.S. embassy or consulate to find out about application requirements, procedures, hours, fees, and processing times or go to [travel.state.gov](http://travel.state.gov). It is the student's responsibility to be aware of the terms and conditions of his or her admission and authorized stay in the United States.

### International Students with F-1 or J-1 Status Transferring to George Mason from Another School in the United States

Students who wish to attend George Mason University after attending another school in the United States must have maintained their F-1 or J-1 status to be eligible for an immigration transfer. Along with the International Student Form, they must submit copies of their current Form I-20 or DS-2019, passport, visa, and I-94 card.

For F-1 visa holders, OIPS will prepare an I-20 for the student and send instructions for completing an immigration transfer. A transfer of F-1 status from one school to another may be accomplished by providing evidence that the student maintained full-time enrollment and was "in status" the previous semester. OIPS has a School Transfer Form that may be used for this purpose. International students should contact OIPS for the form or provide OIPS with recent transcripts showing full-time attendance.

*Please note that the school transfer procedure must be completed within the first two weeks of the student's first semester at George Mason University.*

The procedure for J-1 students is somewhat different. **Transfers of J-1 sponsorship from another university to George Mason must be completed before the current DS-2019 expires.** Once a J-1 student has been approved for admission and financial documents have been submitted, OIPS will prepare Form DS-2019. The form will be sent to the Responsible Officer (International Student Advisor) at the student's current school for release of sponsorship. The J-1 student may also complete a transfer by traveling outside the United States and re-entering with the DS-2019 from George Mason to begin a new program.

### International Students in the United States on a Visa Other Than F-1 or J-1

International students already in the United States with an immigration status other than F-1 or J-1 are asked to complete and return the International Student Form (specifically, the Personal Information and Immigration Information sections). Please call OIPS at (703) 993-2970 to determine whether a change of status is necessary and possible.

*Please note that those who enter the United States on a tourist visa (either a B-1 visitor for business or a B-2 visitor for pleasure) are now prohibited from enrolling in school and beginning classes until the Immigration and Naturalization Service has approved a change to student status. This rule applies only to B nonimmigrants who entered the United States on a tourist visa after April 12, 2002.*

*Those who have entered on the visa waiver program must return to their home country to obtain a student visa before they can start their studies at George Mason University.*

### International Student Orientation

All new F-1 and J-1 international students (including transfers and those who have recently changed from another nonimmigrant status to F-1 or J-1 status) must attend an International Student Orientation. Held the week before the beginning of each semester, the orientation covers immigration regulations, employment options and limitations, health issues, health insurance information, academic policies, cultural adjustment to life in the United States, practical tips, and more. Visit the OIPS web site at [www.gmu.edu/student/oips](http://www.gmu.edu/student/oips) for time and place of orientation.

### For Additional Information

Office of International Programs and Services  
George Mason University  
4400 University Drive, MS 4C3  
Fairfax, VA 22030 U.S.A.

Phone: (703) 993-2970  
Fax: (703) 993-2966  
E-mail: [oips@gmu.edu](mailto:oips@gmu.edu)  
Web: [www.gmu.edu/student/oips](http://www.gmu.edu/student/oips)

## Personal Information

Please print your full name exactly as it appears on your passport or birth certificate. Immigration documents (I-20 or DS-2019) required for F-1 and J-1 visas will not be issued until you complete this form (front and back) and return it along with supporting documents and your application to George Mason University School of Law, 3301 Fairfax Drive, Arlington, VA 22201 U.S.A.

Applicant's Name\*: \_\_\_\_\_  Male  
Last (family name) First Middle  Female

Date of Birth\*: \_\_\_\_\_ City and Country of Birth\*: \_\_\_\_\_  
Month/day/year

Country of Citizenship\*: \_\_\_\_\_

Country of Legal Permanent Residence\*: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Foreign Residence Address\*: **(Please note: It is MANDATORY that you provide us with this address so that we can issue your I-20/DS-2019.)** \_\_\_\_\_

U.S. Address (if applicable): \_\_\_\_\_

Where would you like your I-20/DS-2019 mailed? \_\_\_\_\_

Previous or current Mason identification number (if known): \_\_\_\_\_

*\*Mandatory information*

## Immigration Information

What type of immigration document are you requesting from Mason?  I-20 (F-1 status)  DS-2019 (J-1 status)  
**All students must attach a copy of the identification page of their passport, or if passport is unavailable, a copy of their birth certificate.**

Are you currently in the United States?  Yes\*  No

*\*Please attach a copy of your current immigration document (Form I-20, DS-2019, or other) and I-94 card.*

If yes: 1. What is your current immigration status?  F-1  J-1  Other: \_\_\_\_\_

2. If currently in F-1 or J-1 status, please list school or university you are attending. \_\_\_\_\_

3. Are you planning to leave the United States before coming to Mason?  Yes  No

4. If yes, when? \_\_\_\_\_

## Information About Dependents Who Will Accompany You

If your family will accompany you, you must show evidence of an additional U.S. \$5,000 per year for your spouse and U.S. \$2,500 for each child. **For each dependent, please attach copy of passport identification page or birth certificate.**

Please complete:  I plan to come alone.  
 I plan to bring the following dependents who will enter the United States with me. (Complete below.)  
 The following dependents are currently with me in the United States and will remain with me.

Name: \_\_\_\_\_  
Last (family name) First Middle

Date of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

(Please continue on separate sheet if needed.)

## Funding

- You must demonstrate that you have sufficient funds available for your academic and living expenses.
- You or your sponsor will be responsible for all payments according to scheduled Mason payment dates for each semester.

The university is required to review your financial documentation prior to issuing an I-20 or DS-2019 form. You must document sufficient funds available for your first year's academic and living expenses and assured sources of support for subsequent years. You are responsible for all payments to the university in accordance with the tuition/fee schedule in effect at the time of your enrollment for each semester of your attendance. **The amounts shown on this form and on your I-20 or DS-2019 are estimates only.** Your academic costs may vary depending on your housing and lifestyle choices. *All costs are subject to change.*

**The estimated costs for study at the School of Law for the 2037–38 academic year (12 months) are as follows:**

LAW	J.D.	LL.M.
Tuition and fees*	40,737	40,737
Living expenses	23,754	23,754
Insurance (mandatory)	2,532	2,532
<b>Estimated Total Costs</b>	<b>\$87,245</b>	<b>"\$87,245</b>

\*Tuition and fees are subject to change at any time.

Students in F-1 and J-1 status are required to enroll full-time during each fall and spring semester but are not required to enroll for summer. The tuition costs shown are based on minimum enrollment for nine months (fall/spring) of study and do not include summer tuition. Living expenses are shown for 12 months.

\$898/hour in-state

\$1,448/hour out-of-state

**Sources of Funding**

You must document your sources of funding for the full term of your study at George Mason University School of Law. The funds for the first year must be guaranteed, either currently on deposit or documented in a scholarship letter. Funds for the subsequent years must be committed by your sponsor or scholarship source. If you are relying solely on your own personal funds, you must show funding on deposit for the full term of your study. Bank statements may include checking or savings accounts, certificates of deposit, or money market accounts. We do not accept real property, corporate assets, or salary letters. Send current (within the past 12 months) original bank statements and/or letters of support, including the appropriate signatures of the issuing authority. If the source(s) of your support will change after the first year, please explain on a separate sheet. *Your signature is required below.*

**For each year of study, students must show a total of \$87,245. Please refer to the table above.**

	Funding Source	Amount Per Year in U.S. Dollars
<input type="checkbox"/>	Personal funding	\$
<input type="checkbox"/>	Funding from parent or individual sponsor	\$
<input type="checkbox"/>	Funding assistance from Mason	\$
<input type="checkbox"/>	Government sponsor	\$
<input type="checkbox"/>	Private organization/employer	\$
<input type="checkbox"/>	Other	\$
	<b>Total</b>	\$

**PLEASE NOTE:**

- Students holding F-1 or J-1 visas should not anticipate employment as a means of support while at Mason. Employment for students with F-1 and J-1 visas is restricted.
- The payment schedule is printed in the *Schedule of Classes* and can be found online at **registrar.gmu.edu**.

**APPLICANT:** I certify that the information provided here is correct and complete. I will be responsible for adhering to all university tuition, fees, and health insurance payment schedules.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Last (family name)

\_\_\_\_\_  
First

**PARENT/SPONSOR:** This is to certify that I have read the information provided by the applicant on this form; it is true, accurate, and complete; and the funds are available and will be provided as stated.

\_\_\_\_\_  
Signature of parent/sponsor

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Last (family name)

\_\_\_\_\_  
First

\_\_\_\_\_  
Relationship to applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address