## Graduate Application Checklist for International Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>Step 1</td>
<td>Read all application instructions and materials regarding graduate study at Clemson University and be certain that the program you wish to pursue is available. A complete list of majors, their numerical codes can be found at <a href="http://www.grad.clemson/cd_admin.html">http://www.grad.clemson/cd_admin.html</a>. The graduate school mailing address can be found at the end of this document. A list of degree abbreviations can be found at <a href="http://www.grad.clemson.edu/cd_admin.html#abb">http://www.grad.clemson.edu/cd_admin.html#abb</a>.</td>
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<td>Step 2</td>
<td>Electronic application form must be complete.</td>
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<td>Step 3</td>
<td>If you have not already done so, register for the GRE, GMAT, TOEFL and TWE examinations as appropriate. The Information and Registration Bulletin may be obtained by contacting USIS office, binational centers, your institution or ETS (P. O. Box 6000, Princeton, New Jersey 08541-6000, U.S.A.).</td>
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<td>Step 4</td>
<td>If you have already taken the appropriate test(s), request that the Educational Testing Service forward official copies of your score(s) to Clemson University (institution code, 5111). Be reminded that certified copies of your scores are not acceptable except from sponsoring international agencies that have received scores directly from ETS.</td>
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<td>Step 5</td>
<td>If you wish to apply for assistantship, fellowship or traineeship, complete the Financial Assistance Application (<a href="http://www.grad.clemson.edu/f_financial.html">http://www.grad.clemson.edu/f_financial.html</a>). A unique student identification number, which begins with NR, is assigned to you at the time you submit the electronic application. Please be certain to include the student identification number or US Social Security number in the space labeled &quot;US Social Security Number or NR Identification Number&quot;. <strong>NOTE:</strong> All future correspondence and/or questions regarding financial assistance should be addressed to the department to which you are applying.</td>
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<td>Step 6</td>
<td>Complete the International Student Financial Certification Form - GS50 (<a href="http://www.grad.clemson.edu/f_general.html">http://www.grad.clemson.edu/f_general.html</a>). Source of funds and amounts must be documented. Attach documented proof of amounts indicated (previous two months' bank statements and signatures of bank officials if personal or family funds; letter of support from sponsor; copy of letter of award of Clemson University assistantship). All documents should specify amount of funds in US dollars. Visa credentials cannot be issued without required proof of funding. Documents must not be more than one year old to be acceptable.</td>
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<td>Step 7</td>
<td>At least two letters of recommendation are required for admission to most programs. Use the Recommendation for Admission to Graduate School (GSL) form (<a href="http://www.grad.clemson.edu/p_general.html">http://www.grad.clemson.edu/p_general.html</a>) to obtain references, as applicable. Ask that each recommender complete a form, place it in an envelope sign the back of the envelope across the seal and return it to you. <strong>Once you receive these sealed recommendations, do not open them.</strong></td>
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| Step 8 | Request that the registrar of each college or university you have attended give you two (2) official transcripts of your academic work. These transcripts should be in a sealed envelope. Include both an official copy in your native language and an official English translation of all academic records. **Do not open these sealed envelopes.**  
(a) If you have attended an institution that does not transmit records similar to transcripts issued in the USA, alternative documentation of your educational records will be accepted. All documents must be certified (i.e., each page attested) by an authorized official of the institution(s) from which you have received or will receive the degree(s). Uncertified or illegible copies will be rejected. All documents received, including official transcripts, become the property of the Graduate School and cannot be returned.  
(b) If you have attended an institution in the USA, you must request that the registrar send two (2) official transcripts. Refer to Transcript Request Form – GSTR ([http://www.grad.clemson.edu/p_general.html](http://www.grad.clemson.edu/p_general.html)). |
### Step 9
Applicants admitted on the basis of a provisional certificate must supply a copy of their degree(s), with an English translation, within six (6) months of the date of graduation or not later than one year after enrollment at Clemson University. A graduate degree will not be awarded in the absence of these documents. Applicants are, therefore, strongly encouraged to forward this evidence prior to leaving their home countries.

### Step 10
Please make note of any materials, such as a portfolio, which are to be submitted separately to the department. Also, do not submit high school transcripts, school-leaving certificates, or copies of awards or honors. Only send the materials requested.

### Step 11
Package all original documents together in an air mail envelope:
- two sealed official transcripts,
- two sealed letters of recommendation,
- graduate assistantship form (optional),
- the financial certification form and required documentation,
- nonrefundable $50 application fee for each program, if not paid by credit card when application was submitted.

Be reminded that your application will not be processed without the fee and that Clemson University cannot waive or defer the fee. If the application fee is not received within 60 days, the electronic application will be discarded. Be certain to write your NR student identification (or US Social Security) number on all envelopes and application fee check.

### Mailing Instructions
Mail all required materials, including application fee, to the address below.

Graduate Admissions Office  
Clemson University  
101 Sikes Hall  
Clemson, South Carolina  
29634-5713  
U.S.A.