



# Oklahoma State University Graduate Certificate in International Studies Program Application Instructions



This form is necessary for all applicants to Graduate Certificate in International Studies Program at Oklahoma State University. Admission will also require that an applicant first be admitted to the OSU Graduate College. As a result, two application forms may be required, one for the OSU Graduate College and one for the Certificate Program. Because two different offices use the application forms, it is essential that you complete both forms. The Graduate College form and instructions are provided as a separate document. If you are currently enrolled in an OSU Graduate Program, you do not have to reapply to the Graduate College. Your application package for the Certificate Program should include:

## **Written Evaluations from Three Recommenders**

Meaningful evaluations are those submitted by individuals who are or have been directly responsible for evaluating your academic and/or professional performance and potential. (Academic references are preferred.) You should provide each recommender with one evaluation form. Remember to sign the confidentiality waiver at the top of each form before giving it to them. Recommenders should seal the completed form in an envelope, then sign across the envelope seal and return the sealed recommendation to you. Please send all three evaluations **unopened** with your Certificate Program application materials.

## **Statement of Qualifications, Goals, and Objectives**

Please prepare a one-page, typewritten, double-spaced essay that includes responses to the following:

- What are your career goals?
- How will an International Studies Certificate aid you in achieving these goals?
- What personal strengths will help you attain your goals?
- What personal challenges do you face to attain your goals?

## **Professional Resume**

Please submit a one-page professional resume. It must include a history of your higher education and employment.

## **Transcript**

A copy of your academic transcript from each University you have attended. (This need not be an official transcript. The Graduate College requires 2 official transcripts in its application package.)

## **Graduate Certificate in International Studies Degree Application Form**

The "OSU Graduate Certificate in International Studies Program Application" form requests information regarding your personal history, academic preparation, and work experience. Please type or print all information on these forms. Also, please be certain that you read the statement and sign your name at the end of this application form. Special instructions for some of the sections are listed below:

### **Academic Performance**

Information provided should be consistent with the official transcripts that you provided the Graduate College.

### **Language Requirement**

**Nonnative English Speakers:** must score 550 or better on the Test of English as a Foreign Language (TOEFL) to be admitted by the Graduate College into any OSU graduate program.

**Native English Speakers:** do not have to fulfill a second language requirement, but it is highly recommended.

### **Recommendations**

Please list the individuals whose completed recommendation forms you are enclosing with your Certificate application.

### **Signature**

Be sure to sign and date this section. We cannot process your application without your signature.

## Submitting Your Certificate Program Application Package

Please mail the following in one envelope to:

School of International Studies, Oklahoma State University, 204 Wes Watkins Center, Stillwater, OK 74078

- Three Recommendations
- Statement of Qualifications, Goals & Objectives
- Professional Resume
- Transcripts
- Graduate Certificate Application Form

Remember if you are not currently enrolled in the Graduate College at OSU you must also send in the Graduate College Application with all of its requirements to the Graduate College (Must include the \$25 application fee). All application materials and supporting documents become the confidential property of Oklahoma State University and will not be returned.

## Suggested Application Deadlines for Admission to the Certificate Program

It is strongly suggested that all application materials be received by the following dates to be considered for admission:

	<b>International Applicants:</b>	<b>U.S. Applicants Seeking Financial Aid:</b>	<b>U.S. Applicants Not Seeking Financial Aid:</b>
<b>Fall Admission</b>	March 1	March 30	June 1
<b>Spring Admission</b>	August 1	October 1	November 1

The application review process begins when the School of International Studies receives your Certificate application package. If you are not currently enrolled at the OSU Graduate College, then the review process will also not begin until they receive your Graduate College application package (including the \$25 application fee). We urge you to submit your completed application package as early as possible to be considered for financial assistance. You may expect to be notified of the Admissions Committee's decision within six weeks after OSU receives the necessary completed application packages.

## For Additional Information

We welcome your interest in the OSU School of International Studies. Should you have questions concerning the Certificate Program or the application process, please contact:

Oklahoma State University  
School of International Studies  
204 Wes Watkins Center  
Stillwater, OK 74078-8084  
Phone: 405-744-7693 or 1-877-237-6161 / Fax 405-744-8973  
E-mail: [istudy@okstate.edu](mailto:istudy@okstate.edu)  
[www.okstate.edu/outreach/sois](http://www.okstate.edu/outreach/sois)



Oklahoma State University  
 Graduate Certificate in  
 International Studies  
 Program Application



Please type or print all information.

Name \_\_\_\_\_ Social Security Number (U.S.) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Country \_\_\_\_\_ [ ] Female [ ] Male  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Academic Performance**

- Undergraduate Grade Point Average \_\_\_\_\_ on a \_\_\_\_\_ scale. Graduate Grade Point Average (if applicable) \_\_\_\_\_ on a \_\_\_\_\_ scale.
- What graduate degrees do you possess and from which institutions \_\_\_\_\_
- What graduate program are you currently enrolled in (if applicable) \_\_\_\_\_
- Indicate below all scholastic honors you have earned (collegiate and graduate work only).

\_\_\_\_\_  
 \_\_\_\_\_

**Language Requirement**

**Nonnative English Speakers:** Test of English as a Foreign Language (TOEFL) Score \_\_\_\_\_

**Native English Speakers:** Do you know a second language? (not required.) Please list. \_\_\_\_\_

**Extracurricular/Community Activities**

Indicate below any extracurricular activities (including varsity sports) in which you participated while in college and/or since college.

Activity	Years Involved		Position/Office Held

## Recommendations

(1) Name	(2) Name	(3) Name
Position/Title	Position/Title	Position/Title
Organization	Organization	
Address	Address	Address
Telephone	Telephone	Telephone

## Financial Aid

Would you like to receive information concerning other forms of financial aid? Yes \_\_\_\_\_ No \_\_\_\_\_

## Signature

The information provided in this application is a true and accurate account. The essay and work history were written solely by me, without assistance from any other individual. I understand that withholding information or providing false statements will disqualify me from consideration for admission to Oklahoma State University's Graduate Certificate in International Studies Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The following information is requested for statistical purposes. Your answer will not influence the admission decision in any way.

What was the major influence upon your decision to apply to the Certificate Program at Oklahoma State University?

Please be as specific as possible.

\_\_\_\_\_ Alumni/Student Contacts

\_\_\_\_\_ Oklahoma State University Advertising

\_\_\_\_\_ Reference Books

\_\_\_\_\_ Professional Colleague

\_\_\_\_\_ Faculty/Staff Member

\_\_\_\_\_ OSU IS Program Publications or Mailing

\_\_\_\_\_ Web Pages

\_\_\_\_\_ Other



Oklahoma State University  
 Graduate Certificate in  
 International Studies  
 Recommendation Form



Please type or print all information.

**Confidentiality Waiver**

To be completed by the applicant.

Name of Applicant (Print or Type) \_\_\_\_\_  
 (Family Name or Surname) (First) (Middle)

The following recommendations becomes a part of your application file. If you matriculate at Oklahoma State University, you will be allowed access to this document unless you voluntarily waive this right. Check one of the options below then sign and date on the line provided.

**Statement:** I have read the information above, and I hereby expressly waive \_\_\_\_\_ do not waive \_\_\_\_\_ my right of access to this document should I matriculate at Oklahoma State University. (Please put an X after your choice.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All Application Materials Become the Property of Oklahoma State University Once Submitted.**

**Recommendation**

To be completed by the individual providing the recommendation.

The person named above is applying for admission to the Graduate Certificate in International Studies Program at Oklahoma State University. Your candid assessment will greatly assist the Admissions Committee in determining whether the applicant should be admitted to the Program. Much more helpful to us than your endorsement or recommendation are your critical evaluation comments.

1. How long, how well, and in what capacity have you known the applicant?
2. If familiar with the applicant's scholastic record, do you believe this record is an accurate reflection of the applicant's ability? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Please explain:
3. How does the applicant's performance compare with that of his or her peers?
4. Briefly describe the applicant's peer population.
5. What characteristics do you consider to be the applicant's primary strengths?
6. In what areas does the applicant need improvement or growth?
7. Discuss the applicant's insight into his or her own strengths and weakness.

8. Please rate the applicant in comparison to his or her peer population (Question #4) with respect to the following characteristics:

Characteristics	Outstanding (Top 2%)	Excellent (Top 10%)	Good (Top Third)	Average (Middle Third)	Poor (Bottom Third)	No Information
Intellectual Potential						
Oral Communication Ability						
Writing Ability						
Emotional Maturity						
Ability to Work with Others						
Self-Confidence						
Self-Discipline: Ability to do Independent Work/Dependability						
Ethical Sensitivity						
Creativity/Imagination						
Problem-Solving Skills						
Leadership Potential						
Motivation for Graduate Study						

9. Mark the statement which most closely describes your overall recommendation concerning this applicant.

- \_\_\_\_\_ I strongly recommend this applicant for admission to the Certificate Program. He/she has the ability to perform at a superior level.
- \_\_\_\_\_ I recommend this applicant for admission to the Certificate Program. His/her performance will be comparable to that of most graduate students.
- \_\_\_\_\_ The applicant's qualifications for graduate school are marginal. If admitted, however, the applicant will greatly benefit from graduate study.
- \_\_\_\_\_ I do not recommend this applicant for admission to the Certificate Program.

10. On a separate sheet of paper, please provide any additional information regarding the applicant which you believe would aid in the Committee's assessment process.

Name (Print or Type) \_\_\_\_\_

Institution \_\_\_\_\_ Department \_\_\_\_\_

Position \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR RETURNING THIS RECOMMENDATION:** Place this recommendation form and any attachments in an envelope, seal the envelope, and sign across the seal. Return the envelope to the applicant who will submit your recommendations unopened, along with other required application materials. Thank you for your assistance.