

APPLICATION PROCESS IF YOU ARE NOT A U.S. CITIZEN or Applicants with non-U.S. Academic Credentials

In addition to the documents requested below, all applicants must complete an Otterbein College Application for Admission form AND Supplemental Application for non-U.S. citizens.

WES evaluation

If academic credentials are from an institution outside of the United States you are required to provide an *official World Education Services, Inc. (WES) course-by-course evaluation of all post-secondary credentials documenting U.S. equivalencies. Otterbein College only accepts WES evaluations. Contact WES at www.wes.org for information about requesting an evaluation.

It is your responsibility to provide the necessary paperwork and payment to WES, and request an official evaluation be sent to the Otterbein College, Graduate and Continuing Studies. The completed WES evaluation must be received by the appropriate admission deadline. The evaluation provided to Otterbein College becomes an official academic record document and the sole property of Otterbein College upon receipt.

TOEFL

If your first language is not English and you do not hold a degree from a US college or university, you must send an *official report of your TOEFL score to the Graduate and Continuing Studies Welcome Center. The Otterbein College institutional code is 1597. You need to score at least a 525 for undergraduate and 550 minimum for graduate on the paper-based test; or at least 193 for undergraduate and 213 for graduate minimum on the computer-based test. The internet-based TOEFL test includes four skill scores: Reading, Listening, Speaking and Writing. The internet-based minimum undergraduate score is 70 and the Internet-based minimum graduate score is 80. Test score reports become the sole property of Otterbein College upon receipt and are not returnable.

If you have questions about the TOEFL or would like to receive an information bulletin, please see the TOEFL web site at www.ets.org/toefl. TOEFL scores are valid for two years.

OFFICIAL TRANSCRIPTS FROM ALL PRIOR COLLEGES

*Official transcript(s) from all comparable post-secondary institutions listing all courses taken, grades, degree earned, and date of graduation. An English language translation must accompany all non-English language documents. Transcripts become the sole property of Otterbein College upon receipt and are not returnable.

**Transcripts, WES Evaluations, and TOEFL test scores are not considered official unless they arrive at Otterbein College in the issuing institution's sealed envelope. Official documents may be mailed directly to Otterbein College from another post-secondary institution or hand-delivered by a student. However, if the issuing institution's envelope delivered by the student has been opened, the transcript is no longer considered official.*

VISA AND/OR IMMIGRATION STATUS DOCUMENTS

If you are a citizen of the United States no additional documentation is required.

If you have Permanent Resident status you must bring your original Permanent Resident or Asylee Card (not Employment Card) to the Graduate and Continuing Studies Welcome Center (located in Towers Hall room 23). Both sides of your document will be copied and the original returned to you.



Graduate and Continuing Studies

Westerville, OH 43081-2006

Phone (614) 823-3210 Fax 614-823-3099

www.otterbein.edu

VISA AND/OR IMMIGRATION STATUS DOCUMENTS (continued)

If you have an unexpired J-1 visa and a DS-2019 form, Certificate of Eligibility, bring your documents with your passport to the Graduate and Continuing Studies office (Towers Hall room 23). Both sides of your documents will be copied and the originals returned to you. You must also complete the Otterbein College Supplemental Application for International Applicants form. (If you are an Au Pair, please complete the Au Pair Guest Registration form instead).

Transferring or Transient International students with F-1 visas must bring their I-20 and I-95 forms to the Graduate and Continuing Studies Welcome Center for staff to copy both sides of the documents. Your originals will be returned to you. In addition to providing official: transcripts, WES Evaluation, and TOEFL scores, complete both the Otterbein College Supplemental Application for International Applicants form, the International Transfer Student form and submit updated Proof of Financial Support (dated within the last 60 days before transfer).

APPLICANTS NOT RESIDING IN THE UNITED STATES

In addition to submitting academic credentials previously described and both the Otterbein College Application for Admission and the Supplemental Application for International Applicants forms **Proof of Financial Support is required.** Please send a statement from the bank, an Affidavit of Support, and/or a sponsor's letter to the Graduate and Continuing Studies Welcome Center. All documents must be originals. Documents become official academic record documents and the sole property of the College upon receipt and are not returnable. Faxed copies and photocopies will not be accepted. All funds must be listed in U.S. dollars.

The financial statement must indicate:

1. Sufficient funds covering full expenses including at least one year of full-time tuition, room, board and health insurance are on deposit or can be made available.
2. If someone other than yourself provides the funds, this document must state that the funds may be used for your education.
3. If a U.S. citizen is providing the funding for you, they must complete an Affidavit of Support, Form I-134, and submit it along with supporting evidence.

Submit non-refundable \$30.00 (U.S.) Otterbein College International Application fee.

There may be additional requirements for admission to certain majors.

Otterbein College will ONLY release information about an application to the applicant. If the I-20 is offered, it will be sent in the admission decision letter directly to the admitted applicant's non-U.S. address only via DHL, Federal Express, or UPS.

Eligibility for admission to Otterbein College does not guarantee an I-20 will be offered.

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Social Security #
E-Mail Address	Date of Birth: Month Day Year / /	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	
Country of Birth:			
Home Country Address:			

CITIZENSHIP INFORMATION

Country of Citizenship:	Are You a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not, Are You a U.S. Resident Alien (with a green card)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please bring your original document to the Graduate & Continuing Studies Welcome Center)
If you are not a U.S. Resident Alien, do you already hold a U.S. Visa? If yes, what kind of visa do you hold? _____ (J1 or F1, etc.) (If yes, please bring your visa and Form DS 2019 to the Graduate & Continuing Studies Welcome Center)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration Date: Month Day Year / /
If you plan to bring family members to the U.S. while you study, how many?	Name and Address of a Close Relative or Friend in the U.S.	

ADMISSION/FINANCIAL INFORMATION

If your academic credentials are from an institution outside of the U.S., you are required to provide a World Education Services, Inc. (WES) course-by-course evaluation of all your educational credentials. Contact http://www.wes.org for further information.		
ARE YOU TRANSFERRING FROM ANOTHER U.S. COLLEGE OR UNIVERSITY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TRANSIENT	IF YES, FROM WHAT SCHOOL? (Provide copies of both sides of I-95 and both sides of I-20)	
IS YOUR FIRST LANGUAGE ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, please request your official TOEFL scores to be sent from Educational Testing Service – www.ets.org/toefl)		
HAVE YOU COMPLETED TOEFL? <input type="checkbox"/> YES <input type="checkbox"/> NO SCORE _____	IF YES, WAS THE TEST: <input type="checkbox"/> Paper Based <input type="checkbox"/> Computer Based <input type="checkbox"/> Internet Based	IF NO, WHEN WILL YOU TAKE THE TOEFL? MO. DAY YR. / /
You are required to certify that you will have sufficient funds available for your expenses for each year of study. You should submit a letter from your family or sponsor, an Affidavit of Support, and/or a certified bank statement indicating that sufficient funds are on deposit or can be made available and will be used for your education. Information provided must be in U.S. dollars. (It is recommended that you make copies of these papers.)		
INDICATE THE SOURCES (PERSONAL SAVINGS, FAMILY, GOVERNMENT, OTHER SPONSORS) ADDRESSES, AND AMOUNT OF MONEY IN U.S. DOLLARS AVAILABLE EACH YEAR FOR LIVING AND EDUCATIONAL EXPENSES: _____ _____		
PLEASE NOTE: FORM I-20 cannot be issued until all supporting documents have been received and you have been admitted to Otterbein. The I-20 will only be issued to the admitted applicant, and will be sent via DHL, UPS, or Fed-Ex to your home country address.		
I certify that the information in this application is correct and complete and that I shall notify Otterbein College of any change. X		