

MARYLHURST UNIVERSITY
OFFICE OF ADMISSIONS
17600 Pacific Highway (Hwy. 43)
P.O. Box 261 • Marylhurst, OR 97036-0261
503.699.6268 • 1.800.634.9982, ext. 6268
FAX: 503.635.6585
Email: studentinfo@marylhurst.edu
Web site: www.marylhurst.edu



APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

An international applicant is defined as:

- one who is NOT a U.S. citizen, Permanent Resident, or U.S. immigrant;
- one who will require a student visa to enter the United States.

We welcome applicants from overseas. The information provided here is intended to assist you in making an informed choice. You may receive additional information about International Admissions by calling 503.699.6268 or sending an email message to studentinfo@marylhurst.edu.

HOW TO APPLY

1. Ask to contact the International Admissions Specialist by calling 503.699.6268 or sending an email message to studentinfo@marylhurst.edu.
2. Request a paper application from the Office of Admissions, or download a printable version at www.marylhurst.edu and mail it to us.
3. Provide all additional documents, as explained on this and the following page.

SEND ALL MATERIALS TO: Marylhurst University
Office of Admissions
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P.O. Box 261
Marylhurst, OR 97036-0261

DIRECT QUESTIONS TO: 503.699.6268 • 1.800.634.9982, ext. 6268
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ADMISSION REQUIREMENTS

- Demonstration of English proficiency equivalent to a TOEFL score of 550 PBT or 213 CBT or 79 iBT is required unless you have earned a bachelor's or higher degree from an institution in the United States.
 - For applicants who score between TOEFL 510-549 PBT, or 180-210 CBT, or 64-78 iBT, or who have completed the ESL program at **Pacific International Academy (PIA)**, we offer a Language Foundation program.
 - For applicants who have less than a 510 PBT, 180 CBT, or 64i BT TOEFL score, or **no** TOEFL score, you may enroll in the ESL program at **Pacific International Academy (PIA)** located on campus. Please contact info@piaschools.edu for more information.
- Provide a financial bank statement to show your ability to pay for at least one year of study. The cost of study, including living expenses, is approximately \$28,000 US per year, subject to change without notice. No financial aid or scholarships are available for F-1 visa students. International students may not work off-campus. Part-time jobs on campus are sometimes available.
- If you are transferring from a school within the United States, you must inform the International Student Advisor at your current school that you wish to transfer through SEVIS. Contact International Admissions at studentinfo@marylhurst.edu to request a student transfer form. **If you are NOT currently studying at another U.S. school, you do not need to submit this document.**
- Proof of Tuberculosis testing and Measles immunization records.

UNDERGRADUATE APPLICANTS

- Pay an application fee (\$50 US) and send a completed *Undergraduate Application for Admission* form **with your signature**.
- Write a *Statement of Intent*. (See attached instructions.)
- Provide evidence of secondary school/high school completion and official transcripts from every U.S. institution, university, college or post-secondary school attended. If you have completed less than one year of post-secondary education, you must also submit an official secondary school/high school diploma or transcript.
- If you have completed college courses that you wish to have considered for credit transfer, you need to submit official transcripts from the school where those credits were earned. International transcripts must have a course-by-course transcript evaluation from a NACES-endorsed transcript evaluation service. Transcript evaluations must include degree statements with the date of graduation and title of the academic degree awarded. The evaluations must also be in the original language and accompanied by an English translation. All transcript evaluations are to be mailed or hand-delivered to the Office of Admissions in sealed envelopes. **DO NOT OPEN THESE ENVELOPES**. If the Registrar's seal is broken or tampered with, the transcript evaluations are no longer considered official.
- An interview is necessary if the applicant has no previous college experience or low GPA.
- Some undergraduate programs have additional requirements. Please read carefully the application form and instructions for your program of interest to discover all requirements, or contact the Office of Admissions.

GRADUATE APPLICANTS

- Pay an application fee (\$50 US) and send a completed *Graduate Application for Admission* form **with your signature**.
- Provide a transcript showing that you have received a U.S. bachelor's degree or equivalent. International degrees and transcripts must be in the original language with English translation. You may be requested to order an evaluation report from a transcript evaluation from a NACES-affiliated member. Transcript evaluations must include the date of graduation, title of the academic degree awarded, written in the original language, and accompanied by an English translation. All transcripts are to be mailed or hand-delivered to the Office of Admissions in sealed envelopes. **DO NOT OPEN THESE ENVELOPES**. If the Registrar's seal is broken or tampered with, the transcripts are no longer considered official.
- ALL graduate programs have additional requirements. Please read carefully the application form and instructions for your program of interest to discover all requirements, or contact the Office of Admissions.

ALL APPLICANTS: Omission of any of the above requested items will result in a delay in processing your application, or possible rejection of your application. All documents submitted become property of Marylhurst University and cannot be photocopied or returned. If you have any questions after reviewing these instructions, contact International Admissions at 503.699.6268 or by email to studentinfo@marylhurst.edu.

WHEN TO APPLY

ALL APPLICANTS: You should submit the application package as soon as you decide you want to study at Marylhurst University. Allow plenty of time for processing. Evaluation of your application will begin **after** we have received all necessary academic transcripts and credentials, a completed application, the \$50 application fee, and financial documentation. Remember that it will take additional time for your application package to reach us by mail, and for your acceptance letter and I-20 to reach you by return mail. Please allow plenty of time to acquire your visa and make travel arrangements.

Undergraduate applications are accepted year round.

Terms begin late September, early January, late March, and late June. Allow time to apply for your student visa.

Graduate program application deadlines vary by department.

Please contact the Office of Admissions regarding graduate program deadlines.

HOUSING

Student housing is not available at Marylhurst University. For more information on apartments, host family, and other housing options, please contact the Office of Admissions at studentinfo@marylhurst.edu or Pacific International Academy at pia@marylhurst.edu.



GRADUATE APPLICATION FOR ADMISSION

Please include application fee (\$40 regular, \$50 international) by Check/money order (enclosed) Major credit card (see below)
 Credit Card # _____ Expiration date _____ Name _____

BIOGRAPHICAL INFORMATION *(Please print or type.)*

1. Legal Name _____
Last First Middle Maiden Name
2. Please list **all other names** that may appear on transcripts _____
3. Address _____ City _____ State _____ Zip _____
 Phone _____ Home Work Cell Phone _____ Home Work Cell
 Email _____ Country _____
4. SSN _____ *(Required for federal reporting.)* Date of Birth _____ Sex Female Male
5. Employer _____ Type of Business _____
 Address _____ City _____ State _____ Zip _____ Years in Current Position _____
6. Have you attended Marylhurst previously? No Yes Under what name? _____
7. Have you previously applied to a Marylhurst graduate program? No Yes Under what name? _____

8. Residence Status (Choose one.)

- Non-resident Alien (F, B, H, J, L, or M visa):
 Country of Citizenship _____
- U.S. Citizen, Permanent Resident, or Refugee *(Complete #9 below.)*

9. Race/Ethnicity Information *(Required for state & federal reporting.)*

- Are you Hispanic/Latino? Yes No
- Race (Select one or more.): White
 Black/African-American
 Asian
 American Indian/Alaska Native
 Native Hawaiian/Pacific Islander

10. Military Service

- Are you a Veteran? Yes No
- Are you a dependent of a Veteran? Yes No

EDUCATIONAL PLANS

11. I plan to start Fall Winter Spring Summer

12. I plan to attend Full time (9 or more credits per term)
 Part time (5-8 credits)

NOTE: Full-time, on-campus students must submit verification of measles immunization with their admissions materials, in accordance with Oregon State Law. See the enclosed form for more information.

13. Program I am applying to:

Department of Art Therapy Counseling

- Master of Arts in Art Therapy Counseling
 Certificate in Counseling (post-graduate)
 Certificate in Art Therapy (post-graduate)

Department of Graduate Business

- Master of Business Administration (MBA)
 MBA in Sustainable Business

Department of Education

- Master of Arts in Teaching (MAT)
 Master of Education (M.Ed.)
 Reading Endorsement (Inservice)
 ESOL-English for Speakers of Other Languages (Inservice)
 Certificate in Educational Leadership

Department of Graduate Interdisciplinary Studies

- Master of Arts in Interdisciplinary Studies (MAIS)
 Certificate in Gerontology (graduate)

Department of Graduate Religious Studies

- Master of Arts in Applied Theology (MAAT)
 Master of Divinity (M.Div.)
 Certificate in Pastoral Care (graduate)
 Certificate in Theological Studies (graduate)
 Doctor of Ministry

PLEASE NOTE: In addition to this page, you must submit the departmental application and required materials to the Office of Admissions.

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INTERNATIONAL STUDENT: DECLARATION OF FINANCES

Family Name _____ Given Name _____

Date of Birth _____ City/Country of Birth _____

Country of Citizenship _____ Occupation _____

1. Are you transferring from a U.S. college or university? Yes ____ No ____ If yes, list the name of the college or university and last term of attendance. _____

2. Major Field of Study: _____ Objective: ESL Only ____ BA/BS ____ MA/MBA ____

3. SOURCE OF FINANCIAL SUPPORT: (See NEXT PAGE for explanation.)

_____ PERSONAL FUNDS	US \$ AMOUNT _____
_____ FAMILY FUNDS	_____
_____ FAMILY OR PRIVATE SPONSOR IN THE UNITED STATES	_____
_____ PRIVATE SPONSOR OUTSIDE OF THE UNITED STATES	_____
_____ GOVERNMENT OR AGENCY SPONSOR	_____
_____ FOREIGN GOVERNMENT LOANS	_____
_____ OTHER RESOURCES	_____

TOTAL FUNDS US \$ _____

IMMIGRATION AUTHORIZATION DOCUMENTS WILL NOT BE ISSUED without the completion of this form and submittal of the necessary supporting documents.

*** All funds are subject to currency exchange fluctuations. Students must allow sufficient resources to provide for the devaluation of currency exchange. All expenses are subject to change.

*** Students SHOULD NOT plan to attend Marylhurst University until they have been issued an I-20 and have secured a F-1 student visa.

*** Financial aid is not available for International Students at Marylhurst University.

STUDENT CERTIFICATION AND SIGNATURE

I certify all statements on this form are true and accurate. The stated funds are available for my educational expenses at Marylhurst University. I will notify the University of any changes in my financial situation.

I understand that misrepresentation of this document may lead to disciplinary action.

Student Signature _____ Date _____

EXPLANATION:
SOURCE OF FINANCIAL SUPPORT

1. PERSONAL FUNDS

Student's **own** savings or draft/checking account funds. An **original** letter on bank stationery indicating sufficient funds is required. Date the account(s) opened, name of account holder, and present balance is required.

2. FAMILY FUNDS

Student's **family** savings or draft/checking account funds. Real estate holdings, personal property and common stock holdings **SHOULD NOT** be used to confirm financial support.

Submit an affidavit of support from your family if they are outside of the United States.

An **original** letter on bank stationery indicating sufficient funds is required. Date the account(s) opened, name(s) of account holder, and present balance is required.

3. FAMILY OR PRIVATE SPONSOR – IN THE UNITED STATES

Submit Form I-134 Affidavit of Support. Attach the required supporting documents as noted in **Part II – Supporting Evidence** of the I-134.

4. PRIVATE SPONSOR – OUTSIDE OF THE UNITED STATES

Private sponsor's savings or draft/checking account funds. Real estate holdings, personal property and common stock holdings **SHOULD NOT** be used to confirm financial support.

Submit a statement of support from your sponsor if they are outside of the United States.

An **original** letter on bank stationery indicating sufficient funds is required. Date the account(s) opened, name(s) of account holder, and present balance is required.

5. GOVERNMENT OR AGENCY SPONSOR

An **original**, official, letter of Billing Authorization is required. Full disclosure of the extent and amount of government or agency support is necessary. Inclusive dates of sponsorship or special conditions are required.

6. FOREIGN GOVERNMENT LOANS

Authorized/approved loan guarantee forms or letters are required. Inclusive dates of authorization and distribution of funds is required.

7. OTHER RESOURCES

List specific details of other means of financial support. Provide documentation of the availability of funds.

ESTIMATED EXPENSES
FOR INTERNATIONAL STUDENTS
2009-2010 Academic Year

Listed below is an estimate for a single international student for a 9-month period.
An optional summer is to be added when estimating expenses for one year. (Amounts listed in U.S. dollars)

FULL-TIME MARYLHURST UNDERGRADUATE STUDENT (12 credits/term)

	9 months/3 Terms	Optional 4th Term
Tuition/Fee*	\$ 13,536.00	\$ 4,512.00
Housing & Food	\$ 10,000.00	\$ 3,300.00
Health Insurance (Optional)	\$ 768.00 (for 12 months)	
Books & Supplies	\$ 1,300.00	\$ 450.00
International Student Fee	\$ 900.00	\$ 300.00
Personal Expenses	\$ 2,000.00	\$ 600.00
TOTAL	\$ 28,504.00	\$ 9,612.00

FULL-TIME MARYLHURST GRADUATE STUDENT (9 credits/term)

	9 months/3 terms	Optional 4th Term
Tuition/Fee*	\$ 13,068.00	\$ 4,356.00
Housing & Food	\$ 10,000.00	\$ 3,300.00
Health Insurance (Optional)	\$ 768.00 (for 12 months)	
Books & Supplies	\$ 1,100.00	\$ 300.00
International Student Fee	\$ 900.00	\$ 300.00
Personal Expenses	\$ 2,000.00	\$ 600.00
TOTAL	\$ 27,836.00	\$ 8,856.00

NOTE: Personal living expenses are estimates. Additional funds may be required.
Sharing living expenses with a roommate may be economical. Host family living is available.

ENGLISH AS A SECOND LANGUAGE STUDENT ONLY;
PACIFIC INTERNATIONAL ACADEMY AT MARYLHURST UNIVERSITY

	9 months/3 Terms	Optional Summer
Tuition/Fee	\$ 6,600.00	\$ 2,200.00
Housing & Food	\$ 4,950.00	\$ 1,650.00
Health Insurance (Optional)	\$ 720.00 (for 12 months)	
Books & Supplies	\$ 450.00	\$ 150.00
International Student Fee	None	None
Personal Expenses	\$ 2,000.00	\$ 600.00
TOTAL	\$ 14,720.00	\$ 4,600.00

*Undergraduate students take 12 credits per term, therefore tuition is higher than graduate students taking 9 credits per term.

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MARYLHURST UNIVERSITY IMMUNIZATION POLICY

In order to comply with Oregon law regarding a second measles vaccination for college students, Marylhurst University has developed the following policy:

Every full-time, on-campus* student at Marylhurst University who was born on or after January 1, 1957, must provide the school with evidence of having received two doses of measles vaccine on or after his/her first birthday with a minimum of 30 days between doses. If month and year of first vaccine are not available, documentation of the second dose after December 1, 1989, must be provided. The dates must be accompanied by the student's signature.

* Full-time students are defined as students taking 12 or more quarter credits at the undergraduate level or 9 or more quarter credits at the graduate level as defined by Federal Financial Aid regulations. On-campus students are those taking a minimum of 50% of these credits in an on-campus, face-to-face format. Full-time status is determined based on student-reported intentions at the time of application for admission. Non-degree-seeking students are not eligible for financial aid and are not expected to take a full-time course load.

Exceptions to this policy:

1. Student provides documentation of adequate measles (rubeola) titer.
2. Student provides documentation of having had the disease. This must be signed by a physician, nurse practitioner, physician assistant, or registered nurse working under the direction of an M.D. or D.O.
3. Student provides physician documentation of a medical condition which prevents individual from using vaccine.
4. Religious beliefs of student prohibit immunization.

This policy was created and put into effect beginning September 1, 2000. It was updated to provide an additional exception for part-time and online students on May 1, 2007. All students entering on or after this date who do not meet one of the above exceptions must provide evidence of immunization in order to be allowed to register for classes.

PROCEDURE

Marylhurst University will use the following procedure to assure compliance:

1. Each entering student will be required to present documentation of immunization or legitimate exemption to the Office of Admissions prior to registration. This documentation is to be signed by the student.
2. Students who are required to provide proof of vaccination against measles who do not submit a written documentation of immunization or documentation of exemption statement will be not be admitted to the University until they are in compliance.

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CERTIFICATE OF IMMUNIZATION

Required for entering full-time, on-campus students. Please see the Marylhurst University Immunization Policy for further information about this policy. Dates of immunization accompanied by the student signature will be accepted as evidence.

Full Name (Last, First, Middle) _____

Date of Birth _____ Student ID or Social Security # _____

Street Address _____

City _____ State _____ Zip _____ Phone _____

VACCINE HISTORY (check one only)

_____ I have had two doses of measles vaccine at least 30 days apart. The first dose was at or after the age of 12 months.

First Dose Date _____ Second Dose Date _____

_____ I have had two doses of measles vaccine, but do not know the date of the first immunization. I had my second measles immunization on or after December 1989.

Second Dose Date _____

_____ I am exempt from the measles vaccination requirement because (check one):

_____ I was born before January 1, 1957.

_____ A measles (rubeola) titer report is attached, indicating I am immune to measles.

_____ A signed physician statement is attached, indicating I had the measles (rubeola) and the date of the infection.

_____ A signed physician statement is attached verifying I have a medical reason for not receiving the immunization.

_____ My religious beliefs prohibit my use of the immunization.

I certify that the above information is true and complete to the best of my knowledge.

Student Signature _____ Date _____

OREGON ADMINISTRATIVE RULES
Chapter 333, Division 19 - Health Division

TUBERCULOSIS CLEARANCE CERTIFICATE OF SCHOOL ATTENDANCE

TB STATUS REPORT FORM

TO BE COMPLETED BY SCHOOL

OAR 333-19-405 mandates that all students born in a country other than the U.S., Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Luxembourg, New Zealand, Norway, Portugal, Spain, Sweden, and Switzerland present evidence of freedom from communicable tuberculosis to the school prior to entering school in Oregon. This will involve tuberculosis skin test, and for children, an evaluation by a doctor and a chest x-ray.

You must have the following form completed by the appropriate persons and returned to MARYLHURST UNIVERSITY.

TO BE COMPLETED BY STUDENT

Student Name _____ Student ID# _____
Address _____ Birth Date _____
_____ Country of Origin _____
Phone _____ Date Entered U.S. _____
Student Signature _____

TO BE COMPLETED BY STUDENT'S HEALTH CARE PROVIDER

SKIN TEST INFORMATION

Mantoux method TB skin test _____ Results _____ mm
Date Applied _____ 48-72 hr mm reading
 Reaction less than 10mm induration. No further follow up needed, please sign below.
 Reaction of 10mm or greater induration. Complete the section below with all available information and sign.

TO BE COMPLETED BY HEALTH CARE PROVIDER OR HEALTH DEPARTMENT ONLY FOR STUDENTS WITH SKIN TEST REACTIONS 10mm OR GREATER

Chest X-ray _____ Other than pulmonary tuberculosis suspected? Yes No
Date _____
Chest X-ray results: Within normal limits
 Abnormal
 Compatible with active tuberculosis disease Compatible with inactive tuberculosis disease
 Without active tuberculosis disease
Chemotherapy: Yes No
 One anti-tuberculosis drug (Prophylaxis) _____
 Two or more anti-tuberculosis drugs (treatment) _____
Date Started _____ Date Stopped _____ Address _____
 Currently under treatment _____
 Completed recommended treatment _____
 Did not complete recommended treatment _____
Signature of Health Care Provider or Health Department _____
Date _____ Telephone _____

TO BE COMPLETED BY SCHOOL REPRESENTATIVE
 Reactor < 10mm recommend no further action
 REACTOR 10mm or more referred to Health Department

Signature of School Representative _____
Date _____ Telephone _____

TO BE COMPLETED BY HEALTH DEPARTMENT
 Student cleared for attendance at school
 Student NOT cleared for attendance at school

Signature of Health Department Representative _____
Date _____ Telephone _____