



INFORMATION FOR UNDERGRADUATE INTERNATIONAL APPLICANTS

Thank you for applying for undergraduate study at SUNY Plattsburgh. To be eligible for admission consideration, you must submit a completed application form, the application fee, and all required academic and financial documents (listed below).

You may submit the completed application form as an attachment via email (iss@plattsburgh.edu), or you may print the application and send it by mail. Original academic and financial documents must be sent to the following address:

International Student Services
SUNY Plattsburgh
209 Kehoe Building
101 Broad Street
Plattsburgh, NY 12901 U.S.A.

If your application materials are complete, a decision will be made immediately. If they are not complete, you will receive a list of the missing items via email. If needed, we will request additional documents and supplemental forms by email. **Therefore, we require that you provide a working email address that you check daily on your application.**

WHEN TO APPLY

We begin reviewing applications for **enrollment in August** (fall semester) on or about **November 1** of the prior year.

We begin reviewing applications for **enrollment in January** (spring semester) on or about **September 1** of the prior year.

We continue reviewing applications until all seats for new international students are filled for each semester.

HOW TO APPLY

All international applicants must submit the following:

1. **APPLICATION** must be completed and signed. A complete, permanent address outside of the United States is required of all applicants (include street, post office box, city, postal code, etc.).
2. **APPLICATION FEE** of \$40.00 USD. This fee is not refundable. It may be paid by credit card, check or money order made payable to "SUNY Plattsburgh." If you are paying by credit card, provide your credit card information using this secure webpage:

https://banweb.cc.plattsburgh.edu/pls/banprd/international.application_fee

Please do not send cash. We cannot review your application until your application fee is received. The fee cannot be waived under any circumstances.

3. **ACADEMIC RECORDS (ALL DOCUMENTS MUST BE ORIGINAL OR CERTIFIED COPIES FROM THE SOURCE INSTITUTION OR ORGANIZATION)**
 - Original or certified copies of academic transcripts, mark sheets, grade reports, diplomas or certificates, or other academic course work are required. A certified copy is an exact copy of the original that has been verified by an authorized official. Documents are usually certified by an individual representing the institution or organization responsible for creating or maintaining the original, but we will also accept copies certified by a U.S. Embassy or Consulate. Photocopied, faxed, or scanned copies are **NOT** acceptable as official documents.

- Results on nationally standardized examinations (if applicable) must be sent directly from the examination board or council. Copies of results sent from a secondary school or other source will not be accepted. Examples of examination boards and councils are:
 - Caribbean Examinations Council
 - West African Examinations Council
 - Gujarat Secondary Education Board

4. EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY

ONLY ONE of the following documents indicating the level of English proficiency must be provided:

- TOEFL results – see tables below for more information
- IELTS results
- SAT scores
- ACT scores
- STEP/EIKEN results
- WAEC results
- British “O” Level Examination results
- Successful completion of approved intensive ESL program
- Transcript from a regionally accredited U.S. college or university indicating the successful completion of an English composition course equivalent to ENG100: Writer’s Workshop at SUNY Plattsburgh

Examination	Where to get more information about these examinations	Plattsburgh’s Code
TOEFL	http://web1.toefl.org/toefl/tfladdcrpt.html	2544
IELTS	http://www.ielts.org/candidates/article4.aspx	not applicable
SAT	http://www.collegeboard.com/student/testing/sat/scores/sending.html	2544
ACT	http://www.act.org/aap/scores/howrequest.html	2944

Admission Type	TOEFL Score Requirements			
	Paper-based Exam		Internet-based Exam	
	Total	Subscores*	Total	Subscores*
Direct Admission	540	52	76	17
English Bridge Program	540	43	45	10
No individual subscore (example: listening) may be lower than the minimum				

5. **LETTER OF RECOMMENDATION** – One letter of recommendation is requested. While a letter written in English is preferred, letters written in other languages are sometimes acceptable.
6. **FINANCIAL GUARANTEE**

In fulfillment of United States Citizenship and Immigration Services (USCIS) requirements, you must provide evidence of enough funds available for your studies. Therefore, we require a current bank statement or financial account statement (dated within the past six months) on the financial institution’s letterhead with an official signature and seal. The name of the account holder and currency must be clearly indicated in English. An “Affidavit of Support” cannot be used in place of a bank statement.

If the family name (surname) of the account holder on the financial statement is different from your own, you will need to provide a letter written in English from that individual stating his or her relationship to you and intention to financially support your education.

IMPORTANT NOTES ABOUT DOCUMENTS

1. ALL DOCUMENTS MUST BE ORIGINAL OR CERTIFIED COPIES FROM THE SOURCE INSTITUTION OR ORGANIZATION.
2. INCLUDE A CERTIFIED ENGLISH TRANSLATION FOR ALL DOCUMENTS NOT WRITTEN IN ENGLISH.
3. DOCUMENTS SUBMITTED FOR ADMISSION CONSIDERATION BECOME THE PROPERTY OF SUNY PLATTSBURGH AND CANNOT BE RETURNED OR SENT TO ANOTHER INSTITUTION.

TRANSFERS FROM ANOTHER COLLEGE OR UNIVERSITY IN THE UNITED STATES

Any international applicant who has completed academic studies at another U.S. college or university may be considered for transfer admission to SUNY Plattsburgh. To be considered for admission as a transfer student, you must have a minimum cumulative grade point average of 2.5 on a 4.0 scale.

Students with less than 24 semester hours or 36 quarter hours of academic credit will be considered for admission based on a review of their college/university transcript(s), as well as secondary school records.

Transfer students from within US must also send:

- A copy of your I-94 and current I-20
- A copy of your Social Security card (if applicable)
- A "Transfer Form" (available upon request from International Student Services at SUNY Plattsburgh) completed by the international student advisor at your current college or university
- A copy of your passport photo page and visa page

IMPORTANT VISA INFORMATION

You **SHOULD NEVER** attempt to enter the United States for study at Plattsburgh without an appropriate visa, an official letter of admission, and an I-20 issued by SUNY Plattsburgh. The issuance of the I-20 does not guarantee that you will be granted an F-1 student visa.

Requirements for the F-1 visa vary from country to country. You should be prepared to present your I-20, passport, and additional required documents to the embassy or consular office. The F-1 student visa allows you to study only at the college or university for which it was issued. If you are unable to attend Plattsburgh, you must return the I-20 to International Student Services. A new admission letter and visa documents will be needed to transfer from one university to another. For tips on applying for a visa consult:

www.plattsburgh.edu/admissions/international/visa.php

Questions?

Mail to: International Student Services
SUNY Plattsburgh
101 Broad Street
Kehoe 209
Plattsburgh, NY 12901 U.S.A.

Phone: 518-564-3287
Fax: 518-564-3292
Email: iss@plattsburgh.edu
Web: www.plattsburgh.edu/international