**For International Students:**

The admission procedure is the same however in Banner citizenship is coded N and residency is F.

Adding an international phone number is not standard procedure for undergrad admissions, but at least one AD wants it entered.

The Admissions Office (Brenda) has a booklet to help calculate a GPA from an international transcript, but sometimes there isn’t enough specific information on the transcript to do so.

A financial statement is requested when the missing pieces emails are sent to an applicant. It is not needed for admission purposes.

This is the statement from the website:

*After you have been admitted to Evergreen you will need to provide a financial statement, which is required in order to issue your immigration paperwork. The form for the financial statement will be sent to you by the Office of Admissions. The financial statement should show that you have access to at least $35,000 (U.S.) to pay normal cost of attendance for one year at Evergreen. http://www.evergreen.edu/admissions/requirements/international.htm*

**Hyogo Admit**

MPA admits one student annually from the Hyogo Prefecture in Japan. Most of the conditions are waived by unchecking the ‘mandatory indicator’ in SAAADMS. AD will provide detailed instructions.

*3/28/17 additions*

*Hyogo Prefecture admit is processed with documents needed to apply for a J-1 student visa with the help of Michael Clifthorne, Assistant Director of International Programs & Services (*[*clifthom@evergreen.edu*](mailto:clifthom@evergreen.edu) *or 360-867-6421).*

*Send to admitted student:*

* *Specialized admission letter (from Randee Gibbons, MPA program)*
* *J-1 Exchange Visitor Program Information handout (from Michael Clifthorne, Int’l office)*
* *Exchange Visitor Application to Obtain Form DS-2019 MPA form (from Michael Clifthorne)*
* *Specialized “welcoming insert” without tuition deposit information*

*Waive Tuition Deposit in SAADCRV*

**ADDITIONS by AMM 6/28/16**

International Applicant/Admit/Student Points of Contact:

**Amanda Mobbs (Graduate Admissions)**

*Graduate Programs Admissions Coordinator (GPAC)*

Application questions, received supporting documents, etc. If questions about immigration or I-20 or visas come up, direct to appropriate Point of Contact below.

Transitions from Amanda to Brenda when applicant is ADMITTED for Brenda to create Initial I-20.

For immigration/status questions while in applicant status…– who is Point of Contact?

**Andrea Martin (MES)**

**Maggie Foran (MIT)**

**Randee Gibbons (MPA PNAPP concentrations)**

**Puanani Nihoa (MPA Tribal Governance concentration)**

*Graduate Programs: Assistant/Associate Directors*

Inquiries about program, application questions, receive supporting documents, etc. Main point of contact for ACADEMIC ADVISING for graduate program. Also main point of contact for program specific scholarship/financial aid questions. Develops recruitment plan for international students (?). Develops scholarships/grants for international students (?). If questions about immigration or I-20 or visas come up, direct to appropriate **Point of Contact** below.

**Brenda Overbey (UG Admissions Office)**

*Credentials Evaluator*

After GPAC enters information into Banner to show that applicant is international (citizenship: N / Residency: F), GPAC notifies Brenda of international applicant. Brenda sends applicant information to request financial statement required for immigration documents (clarify with Brenda if she sends at applicant level or at admit level). Coordinates with GPAC to access international graduate application information needed to create first immigration document (Initial I-20) the admitted student will use to apply for their student visa.

Transitions from Brenda to Michael when applicant is ADMITTED and after Brenda has created and sent Initial I-20.

**Matthew Peipert (UG Admissions Office)**

*Associate Director, International Student Recruitment*

Recruiting UG international students, general UG admission-related immigration questions,

Transitions from Matt to Michael when applicant is ADMITTED

**Michael Clifthorne (International Programs Office)**

*Coordinator for International Programs and Services*

Admitted students main point of contact for visa-related questions (UG and GR),

ALSO SEE:

TESC Website as of 6/28/16 (Who Assists International Students?)

<http://www.evergreen.edu/internationaladvising/assists.htm>