

Application Process for all International Students

When applying to study at Stevens Institute of Technology, you must meet both the Office of Graduate Admissions requirements for admission as well as any specific program requirements. All of the supporting documents and credentials sent to the Office of Graduate Admissions become the property of Stevens Institute of Technology and cannot be returned or copied. The admissions committee for each program will review your application once your application is complete (see below for details). The Office of Graduate Admissions will notify you of the department's decision regarding your application. The review process and notification of the decision should take approximately 4 weeks. Although Stevens does not have application deadlines, we encourage you to send all of your information as early as possible before the semester you wish to join. There must be sufficient time for us to receive your application, process it and mail the immigration documents, as well as time for you to prepare your visa and travel arrangements. We send all correspondence through a mail service which takes about 3 to 4 weeks to deliver mail. **NOTE: Applications without the application fee will not be acknowledged or processed. Please do not send us the application without the fee. Fees will not be waived because of low personal finances, family circumstances, or currency restrictions. You cannot defer payment of the fee until admission or arrival, nor have it withheld from financial support.**

Preparing Your Application

Application Fee:

The application fee of U.S. \$55.00 must be attached to the application at the time of submission. Payment of the fee will not be deferred nor will it be waived. We will not process your application without the fee.

Academic Records:

Stevens requires academic records/transcripts from all previously attended post secondary institutions. Transcripts must be original documents, in English, bearing the seal or stamp of the institution and sent to Stevens directly by the school. For countries that will provide only one copy of the transcripts, or for documents issued in a language other than English, we will accept certified true copies with an official English translation identifying the name and address of the translator and the date of translation. Transcribed documents through World Education Services are preferred. Records submitted must show your course of study, grades received and examination results. For completed courses of study, please submit the final official credential that shows the award of a degree or diploma. *Academic documents submitted to Stevens cannot be returned to you.* Please send only higher education academic credentials. Do not send secondary school credentials, certificates of merit, athletic, vocational or community awards.

Test Scores: (Please use code #2819)

TOEFL: The Test of English as a Foreign Language (TOEFL) is designed to generally assess English language proficiency. Stevens requires that all graduate applicants receive a minimum TOEFL score of 500 (550 for the management and computer science programs) to be considered eligible for the degree programs. Students that score less than 500 may come to Stevens for the English as Second Language Program (ESL) at the beginning their graduate studies.

Regardless of the scores received, all international students must undergo a mandatory English assessment upon arrival. Depending upon the results, requirements for further English classes will be made. For more information on ESL at Stevens, please contact: International Student and Scholar Services, Stevens Institute of Technology, Hoboken, NJ 07030, USA , phone (201) 216-5189/fax (201)216-8333.

GRE/GMAT: Please refer to the program list for GRE and/or GMAT requirements, which vary according to program. You must arrange with the Educational Testing Service to have the official score reports sent directly to the Office of Graduate Admissions. For the initial review, Stevens will accept photocopies; however, official results are necessary before you enter Stevens.

Letters of Recommendation:

Before your application can be reviewed, Stevens requires two letters of recommendation from people who have knowledge of your academic work and performance. Each letter should be typed on official stationary and should give your full name, and program to which you are applying. The letters should be sent in signed and sealed envelopes with your application.

Transfer Students:

Students coming to Stevens from another US institution must indicate this on the application form. Please send copies of your immigration documents along with the application. Transfer of your immigration documents will be completed after your acceptance to Stevens and further instructions will be given to you. Transferring academic credit will be determined by the academic department, after you arrive at Stevens.

Financial Documentation:

According to US immigration regulations, schools must verify financial eligibility of each accepted student before immigration documents can be issued. Please send us the enclosed financial verification form along with a current bank statement in US dollars. The amount shown must be the equivalent of or greater than the total amount of funds necessary to cover living and educational expenses for two academic semesters (not including summer). **Do not send the form incomplete or without supporting documentation.** Students interested in bringing spouse/children will be required to demonstrate additional financial support prior to receiving authorization to bring dependents. If you are planning to bring dependents, please complete the relevant section on the financial verification form.