

## APPLICATION PROCEDURES

### *International Applications*

#### Graduate Programs in Arts & Sciences

#### VERY IMPORTANT

International students must be consistent in the manner in which they present their name on official documents. Be sure to show your name on this application in the same manner that you want it to be shown on your passport, immigration documents, transcripts, and all other official documents. Family (surname) and First name are the *only* names listed on the I-20. There should be a clear understanding as to what are your given/first name (i.e. John), middle name (i.e. Paul) and family/surname (i.e. Smith).

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- Complete and return the application to the School of Arts & Science Graduate Studies, Clarkson University, PO Box 5802 (UPS or FedEx use 8 Clarkson Avenue), Potsdam, NY 13699-5802, United States.  
**NOTE:** An online application can be completed at <https://www.applyweb.com/apply/clarksng/menu.html>
    - **Application Deadlines:**
      - For students applying from outside the United States, to allow sufficient time to obtain a visa and mail delivery, it is recommended that you apply by April 15 for the fall term and October 1 for the spring term.
      - Applicants who submit their applications by January 30 for entry the following August or September 1 for entry in January will receive priority for assistantships and other financial aid.
  - Full-time applicants from outside the U.S. and Canada are required to pay a \$35 application fee, which cannot be waived or deferred.
  - Ask three references who can evaluate your work (academically and/or professionally) and overall motivation to pursue your degree to submit letters of recommendation. To use our online recommendation system, you must register your referees online at <http://www.applyweb.com/apply/clarksng/index.html>. From there, your referees will complete their letters of recommendation electronically (unless otherwise requested).
  - Send official transcripts of all college coursework. Note: Only 1 copy is required.
  - Applicants are required to have taken the general Graduate Record Exam (GRE); completion of an advanced GRE test in your area is recommended. There are no minimum required scores for the GRE report. (Clarkson's institution code is 2084)
  - TOEFL scores are required for all international applicants whose native language is not English. A TSE (Test of Spoken English) exam is recommended for students applying for a Teaching Assistantship. There are no minimum required scores for the TOEFL report within the School of Arts & Sciences. (Clarkson's institution code is 2084)
  - Your application will be reviewed when the file is complete. A complete file includes the application, three letters of reference, all college transcripts, and all required test scores. Supplemental information may be submitted for all programs. This information could include, for example, a resume, a statement outlining your goals and objectives in graduate school and beyond, and any other information that may help us evaluate your application.
  - All applications are considered for all available forms of financial aid. There is no separate application for financial aid consideration. Awards will be granted based on merit.

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*For more information about graduate programs in the School of Arts & Science, please contact the Graduate Coordinator, School of Arts & Science, Clarkson University, 305D Bertrand H Snell Hall, Potsdam, NY 13699-5802; phone 315-268-3802, fax 315-268-3989; email [sciencegrad@clarkson.edu](mailto:sciencegrad@clarkson.edu). For specific program information, please contact the Chair of the departments in which you wish to study. You may also wish to consult our web page at [www.clarkson.edu/admission/graduate](http://www.clarkson.edu/admission/graduate).*