Application Instructions for Master of Science in International Studies

Admission to the Master of Science in International Studies (IS) Program at Oklahoma State University (OSU) requires that an applicant first be admitted to the OSU Graduate College. As a result, two application forms are required, one for the OSU Graduate College and one for the IS Program. Because two different offices use the application forms, it is essential that you complete both forms. The Graduate College form and instructions are provided as a separate document. Your application package for the IS Program should include:

Written Evaluations from Three Recommenders

Meaningful evaluations are those submitted by individuals who are or have been directly responsible for evaluating your academic and/or professional performance and potential. Academic references are preferred. You should provide each recommender with one evaluation form. Remember to sign the confidentiality waiver at the top of each form before giving it to them. Recommenders should seal the completed form in an envelope, then sign across the envelope seal and return the sealed recommendation to you. Please send all three evaluations unopened with your IS application materials.

Statement of Qualifications, Goals, and Objectives

Please prepare a one-page, typewritten, double-spaced essay that includes responses to the following:

• What are your career goals?
• How will an International Studies degree aid you in achieving these goals? Please address the focus area in which you tentatively plan to specialize.
• What personal strengths will help you attain your goals?
• What personal challenges do you face to attain your goals?

Professional Resume

Degree candidates are required to submit a one-page professional resume. It must include a history of your higher education and employment.

Transcript

A copy of your academic transcript from each University you have attended. (This need not be an official transcript. The Graduate College requires 2 official transcripts in its application package.)

Master of Science in International Studies Degree Application Form

The Application for Master of Science in International Studies requests information regarding your personal, academic and work experiences. Please type or print all information on the application. Also, please be certain to read the statement and sign your name at the end of the application. Special instructions for some of the sections are listed below.

Academic Performance

Information provided should be consistent with the official transcripts that you provided the Graduate College.

GMAT or GRE Scores

In addition to submitting the completed application package, you are required to take either the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE). The OSU Graduate College must receive an official copy of your GMAT or GRE results from the Educational Testing Service (ETS). Use the following codes on the test forms to ensure the test results are correctly routed.

• GMAT: university code for OSU is 6546, department code is under “Other Fields” listed as Interdisciplinary Program-5101
• GRE: university code for OSU is R6546, department code is under “Other Fields” listed as Interdisciplinary Program-5101

continued on next page...
For inquiries concerning testing arrangements, prices and results, please contact:

**Graduate Management Admission Test**
Educational Testing Service  
Phone: 609-771-7330  
E-mail: gmat@ets.org  •  Web: www.gmat.org

**Graduate Record Exam**
Educational Testing Service  
Phone: 609-771-7670  
E-mail: gre-info@ets.org  •  Web: www.gre.org

* Both exams are available in a computerized format at the Sylvan Technology Centers in Oklahoma City, Tulsa, and many other major U.S. cities. To register, contact Sylvan at 1-800-967-1100.

**Language Requirement**

**Nonnative English Speakers** must score 550 (213 on the computer-based test) or better on the Test of English as a Foreign Language (TOEFL) to be admitted by the Graduate College into any OSU graduate program.

**Native English Speakers** must fulfill one of the following prior to receiving the IS Master's Degree. They may either complete 15 semester hours of a second language or five semester hours of intermediate or advanced modern foreign language courses with a minimum grade of “C”; or obtain an Intermediate level rating on the ACTFL Oral Proficiency Interview (OPI). Please indicate which requirement you will or have already filled.

**Recommendations**

Please list the individuals who completed recommendation forms enclosed with your IS application.

**Signature**

Be sure to sign and date this section. We cannot process your application without your signature.

**Application Deadlines**

All application materials must be received by March 1 (for fall admission) or October 1 (for spring admission) to be considered for admission and financial aid. Please mail the following in one envelope to the address below:

- Three Recommendations  
- Statement of Qualifications, Goals & Objectives  
- Professional Resume  
- Transcripts  
- IS Master’s Application Form

Remember you must also send the Graduate College Application and its requirements to the Graduate College (including the $40 application fee). All application materials and supporting documents become the confidential property of OSU and will not be returned.

**Financial Aid**

The School of International Studies offers a limited number of graduate assistantships available to U.S. and international students. International and out-of-state students who receive a graduate assistantship will have their out-of-state tuition waived. U.S. students are also eligible for other types of aid through the OSU Office of Financial Aid.

**For Additional Information**

We welcome your interest in the OSU School of International Studies. Should you have questions concerning the IS Program or the application process, please contact:

School of International Studies, Graduate Programs  
204 Wes Watkins Center  •  Oklahoma State University  
Stillwater, OK 74078-7064  
Phone: 405.744.7693 or 877.237.6161  •  Fax: 405.744.8973  
E-mail: i-study@okstate.edu  •  Web: osuoutreach.okstate.edu/sis

Oklahoma State University, in compliance with Title VI and VII of the Civil Right Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid and education services.
Application for Master of Science in International Studies

Please type or print all information.

Please select one:  ○ Master’s Degree  ○ Master’s International Program

Name

First Name    Middle Name    Last Name

Social Security Number (U.S.) ___________________________ Gender  ○ Female    ○ Male

Address

Street    City    State    Zip    Country

Phone    Fax    E-mail

Academic Performance

Undergraduate Grade Point Average (GPA): ______ on a ______ scale  Graduate GPA (if applicable): ______ on a ______ scale

What graduate degree do you possess and from which institutions? ____________________________________________________________________________

Indicate below all scholastic honors you have earned (collegiate and graduate work only). __________________________________________________________________________________________________________________________________________

GMAT or GRE Scores

Test date ___________________________ Anticipated Test Date (if GMAT or GRE not previously taken) ___________________________

GMAT Total ___________________________ Verbal ________ Quantitative ________ Analytical Writing ________

Or/GRE Total ___________________________ Verbal ________ Quantitative ________ Analytical Writing ________

Language Requirement

Nonnative English Speakers:  Test of English as a Foreign Language (TOEFL) Score ___________________________

Native English Speakers:

○ I have already completed the necessary coursework in a second language. Which language(s)? ___________________________

○ I have taken the ACTFL Oral Proficiency Interview (OPI). List your level rating: ___________________________

○ I will take language classes or the OPI while enrolled in the OSU School of International Studies. Which language? __________

Extracurricular/Community Activities

Indicate below any extracurricular activities (including varsity sports) in which you participated while in college and/or since college.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Years Involved</th>
<th>Position/Office Held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oklahoma State University
### Recommendations

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Organization</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Organization</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Organization</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Signature

The information provided in this application is a true and accurate account. The essay and work history were written solely by me, without assistance from any other individual. I understand that withholding information or providing false statement will disqualify me from consideration for admission to Oklahoma State University’s Master of Science in International Studies Program.

______________________________
Signature

______________________________
Date

### Survey

The following information is requested for statistical purposes. Your answer will not influence the admission decision in any way.

What was the major influence upon your decision to apply to the IS Program at Oklahoma State University? **Please be as specific as possible.**

- [ ] Alumni/Student Contacts
- [ ] Oklahoma State University Advertising
- [ ] Reference Books
- [ ] Professional Colleague
- [ ] Faculty/Staff Member
- [ ] OSU IS Program Publications or Mailing
- [ ] Web Pages
- [ ] Other _______________________

### Submission

Please return your completed application and required materials to:

School of International Studies, Graduate Programs  
204 Wes Watkins Center  •  Oklahoma State University  
Stillwater, OK 74078-7064  
Phone: 405.744.7693 or 877.237.6161  •  Fax: 405.744.8973  
E-mail: i-study@okstate.edu  •  Web: osuoutreach.okstate.edu/sis
Recommendation for Master of Science in International Studies

Confidentiality Waiver
To be completed by the applicant. Please type or print all information.

Name
First Name    Middle Name    Last Name

The following recommendations become part of your application file. If you matriculate at Oklahoma State University, you will be allowed access to this document unless you voluntarily waive this right. Check one of the options below, then sign and date on the line provided.

Statement: I have read the information above, and I hereby expressly waive ______ or do not waive______ my right of access to this document should I matriculate at Oklahoma State University. (Please put an X after your choice.)

All application materials become the property of Oklahoma State University once submitted.

Recommendation
To be completed by the individual providing the recommendation. Please type or print all information.

The person named above is applying for admission to the Master of Science in International Studies (IS) program at Oklahoma State University. Your candid assessment will greatly assist the IS Admission Committee in determining whether the applicant is a fit for our program. Your critical evaluation comments are much more helpful to us than your endorsement or recommendation.

1. How long, how well, and in what capacity have you known the applicant?

2. If familiar with the applicant’s scholastic record, do you believe this record is an accurate reflection of the applicant’s ability?
   ○ Yes    ○ No    ○ N/A    Please explain:

3. How does the applicant’s performance compare with that of his or her peers?

4. Briefly describe the applicant’s peer population.

5. What characteristics do you consider to be the applicant’s primary strengths?

6. In what areas does the applicant need improvement or growth?

7. Discuss the applicant’s insight into his or her own strengths and weaknesses.
8. Please rate the applicant compared to his or her peer population (question #4) with respect to the following characteristics:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Outstanding (top 2%)</th>
<th>Excellent (top 10%)</th>
<th>Good (top third)</th>
<th>Average (middle third)</th>
<th>Poor (bottom third)</th>
<th>No information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral communication ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-discipline ability to do independent work/dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical sensitivity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/imagination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem-solving skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation for graduate study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Mark the statement which most closely describes your overall recommendation concerning this applicant.

- I strongly recommend this applicant for admission to the IS program. He/she has the ability to perform at a superior level.
- I recommend this applicant for admission to the IS program. His/her performance will be comparable to that of most graduate students.
- The applicant’s qualifications for graduate school are marginal. If admitted, however, the applicant will greatly benefit from graduate study.
- I do not recommend this applicant for admission to the IS program.

10. On a separate sheet of paper, please provide any additional information regarding the applicant which you believe would aid in the committee’s assessment process.

Name ________________________________ Institution ________________________________
Position ______________________________ Department ________________________________
Business address ________________________________
Phone __________________ Fax __________________ Email __________________

Signature ____________________ Date _________________

Instructions for returning this recommendation: Place this recommendation form and any attachments in an envelope, seal the envelope, and sign across the seal. Return the envelope to the applicant who will submit your recommendation unopened, along with other required application materials. Thank you for your assistance.