



Suffolk University

Office of Graduate Admission

INSTRUCTIONS FOR INTERNATIONAL STUDENTS 2008-2009 ACADEMIC YEAR

TO: International Students

FROM: Judith L. Reynolds, Director of Graduate Admission

We are pleased to have received your request for information about the graduate programs offered by Suffolk University. Enclosed are materials appropriate to your program of interest. To apply to Suffolk, you will need to present the following documents:

- A **fully completed** application form with the **\$50** application fee (payable in U.S. dollars), a statement of your educational and professional goals, and a resume describing your work experience.
- If English is not your primary language, an **official** TOEFL score report sent directly from the testing agency. Please contact your local testing or advising center for information on obtaining a score report. We will also accept an **official** IELTS score report.
- An **official** score report of any test results (GMAT, GRE, MAT) required for admission to your program of interest (refer to the enclosed information to determine which test you must take). Test results must be sent directly from the testing agency.
- **Certified copies** of all post-secondary transcripts, with complete course listings and marks earned. A **certified translation** in English must be attached to each transcript report.
- Two letters of reference, in English. (Three letters of reference are required for the PhD in Economics.)
- Financial documentation (if you are not a U.S. citizen or permanent resident) showing that you have the funds to cover tuition and living expenses for your program of interest for the first year. This statement **must** show a specific numeric amount in U.S. dollars equal to or exceeding the total amount shown on the reverse of this sheet for your program of interest.
- **Due to Visa processing regulations, the graduate admission office must produce I-20 forms by July 20th for fall admission and November 16th for spring admission. Therefore, international students who need an I-20 form must submit a completed application and financial information by June 15th or November 1st.**

While we have limited, merit-based financial aid available for qualified applicants, it is very important for you to know that **there are no financial aid awards which will cover tuition and all of your living expenses**. Therefore, you will have to send us financial certification in U.S. dollars (see reverse of this sheet) for your living expenses plus the difference between your fellowship award (if you receive one) and the total cost of the program. Even if you receive maximum aid from Suffolk, you must still be able to document that you have at least \$15,150 U.S. dollars to cover your living expenses for one year.

SAWYER BUSINESS SCHOOL STUDENTS: International students are automatically considered for merit-based fellowships with academic departments which pay for a portion of your tuition. Merit-based fellowships are based on your academic achievement and your standardized test scores. **After you have been admitted** to a degree program the fellowship selection committee will consider you for a possible fellowship award. Admission applications for financial consideration should be in by mid-March.

COLLEGE OF ARTS AND SCIENCES STUDENTS: Currently, policies vary by department. Please contact the Graduate Program Director of the department and ask what the financial aid procedures are for that department.

We hope this information will help you in your decision to apply to Suffolk University.

ESTIMATE OF EXPENSES FOR INTERNATIONAL GRADUATE STUDENTS

Financial certifications must include a bank statement (in U.S. dollars) and a letter from you or your sponsor indicating the availability of funds to meet the total costs (tuition and living expenses) of the desired program. If a fellowship is awarded, it will be noted on the I-20 and deducted from the total.

Massachusetts State Law requires all students taking nine credits or more per semester to have health insurance.

All tuition charges and fees are subject to change by action of the Board of Trustees. Any such change may be made applicable to students already enrolled in the University.

This is an estimate of expenses for one academic year (9 months) of graduate study based on full-time enrollment for the fall and spring semesters. If you take courses in the summer, you will be charged additional tuition on a per-course basis. Living expenses are estimates and actual expenses may vary. Transportation costs are not included in this table.

SAWYER BUSINESS SCHOOL

**Full time = 4 classes (12.0 credits) per semester

Programs	MBA, MSA, MST GDPA, APC, ACT	MPA MHA	MS FSB MS F, CPASF	MPAM/SPS**	MPA/ MSCJ**	MPA/MHC**
Tuition	\$31,550	\$26,200	\$34,400	\$21,216	\$21,048	\$20,208
Living Expenses						
Books	910	910	910	910	910	910
Room	9,000	9,000	9,000	9,000	9,000	9,000
Food	3,000	3,000	3,000	3,000	3,000	3,000
Medical Insurance	1,490	1,490	1,490	1,490	1,490	1,490
Personal	750	750	750	750	750	750
Total Living Expenses	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150
TOTAL	\$46,700	\$41,350	\$49,550	\$36,366	\$36,198	\$35,358

COLLEGE OF ARTS AND SCIENCES

*Full time = 3 classes (9.0 credits) per semester
**Full time = 4 classes (12.0 credits) per semester

Programs	MS PS** MA Comm**	MED/ MS Ed**	MAGD** MAID**	MS IE/ MS EP**	MS CS*	MAWH** MS CJ**	MS CJ/ MS MHC**	MPA/ MS PS**	PhD Psy**	PhD Econ*
Tuition	\$21,520	\$19,480	\$21,170	\$22,200	\$17,024	\$21,170	\$20,232	\$21,216	\$28,248	\$21,186
Living Expenses										
Books	910	910	910	910	910	910	910	910	910	910
Room	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Food	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Medical Insurance	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490
Personal	750	750	750	750	750	750	750	750	750	750
Total Living Expenses	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150	\$15,150
TOTAL	\$36,670	\$34,630	\$36,320	\$37,350	\$32,174	\$36,320	\$35,382	\$36,366	\$43,398	\$36,336

NOTE: International students must be prepared to pay the full tuition for the first semester at the time of registration.

International students applying for admission to the Fall semester should submit applications by March 15 in order to be eligible for fellowships.

FOREIGN STUDENT CERTIFICATE OF FINANCES

Return directly to

Confidential

The Office of Graduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108

Your Name: _____
Last/Family First/Given Middle

Permanent Address: _____ Mailing Address: _____

Expected Visa Type: _____ Country of Citizenship: _____

Date of Birth: _____ Place of Birth: _____
Mo / Day / Yr City / State / Country

Enter the expected amount of annual support from the sources listed below. Enter amounts in US dollars.
Please PRINT all entries. Use an additional sheet of paper for explanations, if necessary.

Student's Sources of Funds	Assured Support First Year	Projected Support Second Year
Personal or Family Savings A bank official's signature is required on the certification if the student is partially or totally supported by personal savings.		
Parents (Money available from sources other than savings.) Father's Name _____ Mother's Name _____ Please describe the source _____ _____		
Sponsors (Money available from sources other than parents) Sponsor's Name _____ Sponsor's Name _____ Please describe the source _____ _____		
Your Government Name of the agency _____ Enclose a signed copy of your letter of award with this form.		
TOTAL		

OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS

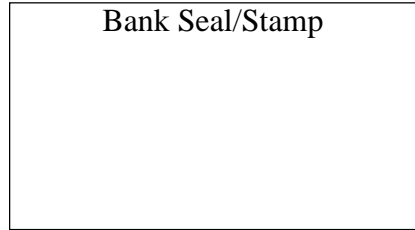
This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.

Signature of Bank Official _____ Date _____

Title _____

Name of Bank _____

Address of Bank _____



Parent's signature is required (see certification statement above).

Signature of Parent _____ Date _____

Address _____

Sponsor's signature is required (see certification statement above).

Signature of Sponsor _____ Date _____

Address _____

What is the present exchange rate of your country's currency to the U.S. dollar?

(e.g.: 3100 pesos = \$1) _____ = \$1.

Does your government currently impose restrictions on exchange and release of funds for study in the U.S.?

no yes If yes, describe restrictions _____

Do you have a source for emergency funds once you arrive in the U.S.? no yes

If yes, name/source _____ Amount available in U.S. dollars \$ _____ .

A CERTIFICATE OF ELIGIBILITY (Form I-20 or IAP-66) will not be authorized until this form is completed and returned to Suffolk University.

I certify that the information on this form is true, correct, and complete.

I understand that any misrepresentation may be cause for refusing or revoking admission.

Signature of Student _____

Date _____
