

International Applicant Checklist

We are including this checklist to help you complete your application. Save it in a handy place to keep track of what you have sent and still need to send to help make this process go more smoothly.

- Part I of the application completely filled out with a check/money order payable to University at Albany in the amount of \$50 USD or credit card information. **Make sure all questions are filled out correctly.**

Academic Records

All transcripts should be sent directly from the institution to our office with the affixed official stamp and seal. If English is not the official language, the document(s) should be translated into English by an official translator and certified by same to be true and accurate. We will not accept copies or faxes.

- Official high school/secondary school transcripts (required for all freshmen and transfer students with less than 24 credits).
- Official results of all exams required by your country, such as the General Certificate of Education (GCE).
- Official college/university transcripts.
- Course descriptions for all courses taken at colleges/universities not in the U.S. (required for business/accounting applicants; recommended for everyone else).

Proof of English Proficiency

One or more of the following required:

- Official results of the TOEFL or IELTS sent directly from the testing service. The minimum TOEFL score required is 79 on the internet based test, 213 on the computer based test, or 550 on the paper based test; the minimum IELTS score required is 6.0.
- Official results of the SAT sent directly from the testing service or included on an official high school transcript. A critical reading score of at least 400 with a combined critical reading and math score of at least 1000 is required for students schooled in the US.
- Completion of a non-ESL college-level English composition course within the U.S. with a grade of C or better. A comparable course demonstrating English proficiency may be substituted at the discretion of the UAlbany admissions counselor.

Financial Documentation

- The International Financial Statement form completely filled out. Make sure you include signatures for all sponsors. Incomplete forms will not be accepted, and will delay the processing of your application.
- An original, official statement of account from your bank with verification of your ability, and/or your sponsor's ability, to meet the estimated expenses of \$31,984.00 USD per year.

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Other

- If you are already in the U.S., a photocopy of the U.S. visa and photo identification page in your passport.
- If you are not still in high school we need a chronological list or resume of your activities since you graduated from high school including all work experiences, all schools attended, and any other activities.
- An acknowledgement letter informing you of your UAlbany ID will be sent to you once we receive Part I of the application. This letter will direct transfer applicants to submit Part II and freshman applicants to submit a personal essay and one teacher/counselor letter of recommendation. These forms can be found on our website at www.albany.edu/admissions. Please note that even if you send us these materials with your application, the acknowledgement letter will still direct you to complete them since the statement is automatically included in the letter. This does not mean we do not have the materials you sent.

International Students should send all of their materials and correspondence to:

John Pomeroy
University at Albany
Undergraduate Admissions
1400 Washington Avenue
Albany, NY 12222
518-442-5435
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