

International Undergraduate and Graduate Student Admissions Checklist

In order to be considered for admission into the University of Louisville School of Music, prospective undergraduate and graduate international students must complete the following:

Submit the following to the **Office of Undergraduate Admissions or School of Interdisciplinary and Graduate Studies (SIGS) Admissions Office, whichever is applicable:**

- A completed **application** for admission, including the \$40 (undergraduate)/\$50 (graduate) **application fee**. There is no additional application or fee for admission to the School of Music. Applications received without payment will be canceled.
- **Official/notarized translated copies of all college transcripts or grade records.** A complete academic record includes all official transcripts of courses of study completed and degrees or certificates earned at the secondary or collegiate level. Undergraduate applicants need to submit official transcripts of records from all secondary schools, universities, colleges, or professional schools attended. Secondary school records are not normally required of graduate applicants, but official transcripts of all credit earned since secondary school are required. Applicants who have attended institutions outside the United States may be required to submit their academic records to World Educational Services (www.WES.org) or Educational Credential Evaluators (www.ECE.org) for a general evaluation and/or English translation. Undergraduate applicants who have attended post-secondary schools, colleges, universities, or professional institutions outside the United States must submit their academic records to World Education Services or Educational Credentials Evaluators for a "course-by-course evaluation." All academic credentials not in English must be accompanied with a notarized verbatim English translation in addition to the official transcript(s). All academic credentials should be mailed directly to the respective admissions offices.
- If you are not a U.S. citizen but have immigrant status, you must submit a copy of your immigrant card (both sides).
- Special Tests:
 - For undergraduate freshmen or transfer applicants with fewer than 24 transferable credit, **official American College Testing (ACT) scores.** The School of Music requires a minimum score of 21 on the ACT. Scores from the Scholastic Aptitude Test (SAT) may be substituted where the ACT is unavailable.
 - For graduate applicants, **official Graduate Record Examination (GRE) General Test scores** (www.ets.org/gre).
 - **Test of English as a Foreign Language (TOEFL)** - If English is not your native language, you must verify your English proficiency by submitting official, satisfactory scores (550 or higher for paper-based test, 213 or higher for computer-based test, or 79-80 on the internet-based test) (for more information, visit www.toefl.org) or by successful completion of the advanced level of the Intensive English as a Second Language (IESL) program at the University of Louisville. For more information, visit the International Student Center Website at www.louisville.edu/student/services/intcent. Graduate applicants holding a baccalaureate or advanced degree from an accredited college or university in the United States are exempt from the TOEFL requirement.
- Letters of Recommendation/References:
 - **For undergraduate applicants, a completed recommendation form with two (2) references** at least one (1) of whom must be a professional who has taught or directed the student (private teacher, high school teacher, ensemble director, etc.); the other may be another music professional or a high school teacher of a different subject.
 - **For graduate applicants, a minimum of two (2) letters of recommendation,** from non-familial sources, detailing your music and academic accomplishments.

Submit the following to the **School of Music Admissions Office:**

- An **audition and interview** for all undergraduate applicants and graduate performance or education applicants. If you are unable to audition in person, a tape, CD, or DVD may be sent.

- **Writing samples** and an interview for graduate music history applicants.
- A **composition/theory portfolio** and an interview for graduate composition and theory applicants.
- To be considered for a music scholarship, undergraduate applicants must submit the music scholarship application and graduate students must submit a letter indicating interest in graduate teaching assistantships (GTAs) or service awards.

You will be asked to demonstrate that you have adequate financial resources to support your educational and living expenses for the duration of your studies in the U.S. **The University does not offer scholarships or financial aid to undergraduate international applicants; however, the School of Music does offer scholarships to undergraduate international applicants. Graduate applicants are eligible to apply directly to their major department for consideration for competitive teaching or research assistantships. Every applicant must submit appropriate official financial documents.** If you receive an assistantship or fellowship from the University of Louisville that covers your cost of study, you will not need to submit any additional financial documents. If you are submitting proof of personal funds, please attach an original official bank letter verifying that you or your family has the total necessary funds on deposit. For government, agency or employer financial support, please provide an original letter from the sponsor stating the amount and duration of the scholarship and validity for attendance at the University of Louisville. If you will have a U.S. sponsor, they should complete the Affidavit of Support I-134 form and provide the necessary documents. This can be obtained from the immigration website at www.uscis.gov.

Please do not make arrangements for travel to the U.S. until you receive a written offer of admission from the University **and** your I-20 or DS2019 form.

If you are currently an F1/J1 student in the U.S: Please obtain a Transfer in Recommendation Form from the International Center's website at <http://www.louisville.edu/provost/intcent>. Send a copy of your current I-20 or DS2019, visa page and I-94 card to the International Center-UofL. The form I-20 or DS2019 from UofL cannot be issued until the financial documents, Transfer in Recommendation Form; I-20, visa page and I-94 card copies have been received. You will also need to contact your current international advisor and request to be transferred electronically in SEVIS.

Admission to the University of Louisville is for a specific level of study in a particular school. Admission for one level of study in a given subject does not mean that admission to a higher level, or to another subject, will follow. Admission as a non-degree, special, or conditional student does not imply that candidacy for a degree will result later; nor does study in pre-professional or undergraduate classes assure admission to a professional or graduate program. Successful completion of the Intensive English as a Second Language (IESL) Program does not guarantee admission to an academic program unless such a written commitment has been made to you. NOTE: International applicants are not normally admitted as non-degree or special students unless they are participating in a special exchange under the J1 Exchange Program.

After you are admitted to the University, the International Student Center will issue the I-20 Visa. If you are on a Visa that requires an I-20 or IAP-66, you will need to complete an International Financial Supplement Form and submit appropriate financial documentation such as bank statements and proof of financial assistance. See the International Student Center website at www.louisville.edu/student/services/intcent/ for more information.

It is strongly recommended that all materials be submitted prior to your audition. ALL of the above MUST be submitted before the School of Music can admit a student or make a scholarship offer.

For more information contact:
 Toni M. Robinson, Esq. – Admissions Counselor
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