

UNIVERSITY OF  
**LOUISVILLE**  
SCHOOL OF MUSIC

## International Undergraduate and Graduate Student Admissions Checklist

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

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

- **A completed application for admission** (<http://louisville.edu/admissions/apply> (undergraduate) or <http://graduate.louisville.edu/admissions/apply-for-admission.html> (graduate)), **including the non-refundable \$25 (undergraduate)/\$65 (graduate) application fee.** (Note: For graduate applicants, there is a \$30 application fee for additional applications and applicants applying for re-admission to UofL). There is no additional application or fee for admission to the School of Music. On the application be sure to select your specific music major. Once you have applied, the School of Music will be notified of your application. Applications received without payment will not be processed.
- **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 U.S. may be required to submit their academic records to World Educational Services ([www.WES.org](http://www.WES.org)) or Educational Credential Evaluators ([www.ECE.org](http://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. Graduate applicants must have a **Bachelors in Music degree (or the equivalent based upon review).****
- 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 graduate applicants, **official scores from Graduate Record Examination (GRE) General Test** ([www.ets.org/gre](http://www.ets.org/gre)). There is no minimum score required for admission to the School of Music. This is required by the time of enrollment.
- **Test of English as a Foreign Language (TOEFL)** – All applicants for whom English is a second language need to show evidence of sufficient proficiency in the English language. Applicants may demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores. Required TOEFL scores are: 550 or higher for paper-based test, 213 or higher for computer-based test, or 79 or higher on the internet-based test. Required IELTS score is a 6.5 overall band score from the academic module exam. (For more information, visit [www.toefl.org](http://www.toefl.org) or [www.ielts.org](http://www.ielts.org).) Graduate applicants holding a baccalaureate or advanced degree from an accredited U.S. institution are exempt from English proficiency requirement.
- Letters of Recommendations:
  - **For undergraduate applicants**, no letters of recommendation are required.
  - **For graduate applicants, a minimum of two (2) letters of recommendation**, from non-familial sources, detailing your music and academic accomplishments. (Note: The online letter of evaluation provided through the online graduate application will suffice.)

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

- Perform a successful **audition** for **ALL** undergraduate applicants, as well as graduate performance or music education applicants. If you are unable to audition in person, a CD, DVD or website/YouTube link may be sent with proper faculty approval in advance. For **undergraduate** audition information, Fall 2018 audition dates, and links to specific audition requirements including portfolio requirements, visit <http://louisville.edu/music/apply/undergraduate/audition-dates-requirements>.

For **graduate** audition information, Fall 2018 audition dates, and links to specific audition requirements including portfolio requirements, visit <http://louisville.edu/music/apply/graduate/audition-dates-requirements>.

- **Writing samples** for graduate Music History applicants by February 1.
- **Portfolios** by February 1 for undergraduate Composition, Theory or Music & New Media applicants and graduate Composition and Theory applicants.

**To be eligible for School of Music Scholarship money:**

- **Undergraduate applicants:** all music majors are considered for scholarship as long as the audition is conducted (live/video) by March 1. There is no separate application for scholarships. All materials must be submitted before the School of Music can make a scholarship offer.
- **Graduate applicants** must submit a Letter of Interest for Graduate Teaching Assistantships (GTAs) or Departmental Service Awards. The letter can be emailed directly to [gomusic@louisville.edu](mailto:gomusic@louisville.edu).

The School of Music bases awards on several factors including musical talent, academic achievement, priorities in instrumentation, and financial need. Awards are highly competitive.

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, you will need to 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, you will need to 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](http://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 [www.louisville.edu/internationalcenter/iss](http://www.louisville.edu/internationalcenter/iss). 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. 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.

The following websites may be helpful to applicants:

- UofL International Student Center: <http://louisville.edu/internationalcenter/iss>
- Undergraduate International applicants: <http://louisville.edu/admissions/apply/international>
- Graduate International applicants: <http://louisville.edu/graduate/futurestudents/international-applicants>

**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:

Laura Angermeier, Admissions & Advising  
502.852.1623 (direct)

[laura.angermeier@louisville.edu](mailto:laura.angermeier@louisville.edu); [gomusic@louisville.edu](mailto:gomusic@louisville.edu)

Visit the School of Music online at: [www.louisville.edu/music](http://www.louisville.edu/music)

Follow UofL School of Music on Facebook, Twitter and Instagram! @UofLMusic