



# Guide for Applying to Graduate Study

Brigham Young University 2008-2009



<http://www.byu.edu/gradstudies>





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## Guide for Applying to Graduate Studies

GS Form 1

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### UNIVERSITY REQUIREMENTS

*All transcripts and other documents received by the university become property of the university and will not be released.*

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#### TRANSCRIPT AND DEGREE CRITERIA

To be eligible for admission, applicants must hold a four-year bachelor's degree or an advanced degree from a regionally accredited college or university in the United States.

The following accrediting organizations in the United States are acceptable:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Western Association of Schools and Colleges
- Southern Association of Colleges and Schools

Graduate Studies requires two sets of transcripts from each university attended after high school. Transcripts are only considered official if they are original, signed and sealed, and come to the Graduate Studies office in a sealed envelope from the institution. Faxed copies are not accepted. Transcripts should include all classes taken as well as any degrees that have been received. Transcripts from Brigham Young University-Provo do not need to be submitted. If BYU-Provo was the last school attended and transcripts from all other institutions attended have previously been sent to BYU, applicants do not need to submit transcripts to apply for graduate study.

#### *International Schools and Transcripts*

An applicant whose degree is awarded outside of the United States must submit all official transcripts, diplomas, and mark-sheets to one of the following agencies for a credential evaluation, which must include a comprehensive course-by-course evaluation and calculation of a grade point average (GPA):

- Educational Credential Evaluators, Inc. (ECE)  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
<http://www.ece.org>

International Education Research Foundation, Inc. (IERF)  
P.O. Box 3665  
Culver City, CA 90231-3665  
<http://www.ierf.org>

World Education Services (WES)  
P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
<http://www.wes.org>

#### GRADES CRITERIA

All applicants are required to have a minimum GPA of 3.0 on a 4.0 scale (equivalent to a scholastic average of "B" for foreign credentials). GPAs are calculated from the last sixty (60) hours of upper-level course work earned for the bachelor's degree. If there were not sixty hours of upper-level courses, the most recent lower-level courses will be used to make up the difference. Post-baccalaureate and graduate courses are not used in GPA calculation.

#### HONOR CODE COMMITMENT

All applicants, regardless of religion, must agree to abide by the university's code of conduct through the online or paper Honor Code Commitment form. Admission will not be granted without the applicant's agreement to do so. The Honor Code Commitment expires one year from the date it is signed.

#### ECCLESIASTICAL ENDORSEMENT

In addition to signing the Honor Code Commitment, all applicants must obtain an endorsement from an ecclesiastical leader. The Ecclesiastical Endorsement (GS Form E) can be found on the Graduate Studies Web site ([www.byu.edu/gradstudies/forms](http://www.byu.edu/gradstudies/forms)).

Applicants who are members of The Church of Jesus Christ of Latter-day Saints (LDS) must have an interview with the bishop who holds his or her membership record.

Applicants who are not LDS may obtain an endorsement from an ecclesiastical leader of his or her denomination or from a local LDS bishop. In addition, Graduate Studies will arrange for applicants who are not LDS to have a telephone interview with the BYU chaplain.

## ENGLISH LANGUAGE PROFICIENCY

All international applicants must take the IELTS or TOEFL exam and satisfy the minimum score requirements for admission. Applicants who have received a four-year bachelor's degree from an accredited university in the U.S. are exempt from this requirement. Additionally, applicants who are citizens of or have received a four-year bachelor's degree from one of the following English-speaking countries are also exempt from this requirement: Australia, Canada, New Zealand, the United Kingdom, or the Republic of Ireland.

The university minimum TOEFL and IELTS test scores are listed in the table to the right. Some programs require higher minimum scores, so be sure to check department requirements

MINIMUM SCORES ON ENGLISH PROFICIENCY TESTS	
IELTS	Total band score of 7.0 (minimum band score of 6.0 in each module)
TOEFL (Computer-Based)	237
TOEFL (Paper-Based)	580
TOEFL iBT	Total 85 (minimum score of 22 in Speaking; minimum score of 21 in Listening, Reading, and Writing)

as well. Scores must be reported to BYU directly from the testing service. Copies submitted by the applicant will not be accepted.

## OFFICIAL ADMISSION LETTER

An official letter of admission to graduate studies at BYU can only be obtained from the Dean of Graduate Studies. Departments may recommend an applicant for admission, but it is Graduate Studies that determines if the applicant has met the requirements outlined by the university. If those requirements have not been met, admission will not be granted.

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## INTERNATIONAL APPLICANT REQUIREMENTS

*All applicants who are not U.S. citizens or U.S. permanent residents must complete the following requirements for admission into BYU, regardless of whether they are already in the U.S. or still in their home country.*

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### PROOF OF SUFFICIENT FINANCIAL ABILITY

All master's applicants must provide proof of sufficient funds to cover expenses for two years. All doctoral applicants must provide proof of sufficient funds for three years.

Applicants are required to indicate the amount of anticipated yearly funding (and each source) on GS Form I-1. If parents or other persons will be providing funds to the graduate applicant, the amount pledged must be indicated on the Contract of Support (GS Form I-2). The benefactor must sign the Contract of Support and attach an official bank statement or tax return. The amount pledged by a parent or sponsor should not exceed 30 percent of that person's total income.

If a government or other agency is providing funding, applicants must print the name of the agency on GS Form I-1 and enclose official letters verifying the amount and duration of the award.

Applicants who have been offered departmental funding do not need to submit GS Forms I-1 and I-2, as the department will submit notice of funding to Graduate Studies directly.

Marriott School applicants who intend to receive the CIS scholarship must still submit GS Forms I-1 and I-2 in addition to completing the CIS application (see GS Form 9).

Any change in circumstances that will affect an applicant's estimated yearly expenses (such as the addition of new dependents or the inability to maintain financial responsibility) must be reported to Graduate Studies immediately.

### TRANSFER LETTER AND RELEASE OF SEVIS RECORD TO BYU

Applicants who are current F-1 students at another school (or at the BYU English Language Center) are required to submit

a transfer letter if accepted to BYU. The International Student Transfer/Release Form (GS Form 8) can be found on the Graduate Studies Web site. The letter must be completed and returned to Graduate Studies before a new I-20 will be issued.

## TYPES OF ACCEPTABLE SUPPORT AND DOCUMENTATION FOR FINANCIAL CERTIFICATION

No document can be more than six months old when an I-20 is prepared.

Funds may come from any dependable source, including scholarships, fellowships, sponsoring agencies, personal funds, or funds from the applicant's family.

Documentation of scholarships and fellowships must be in the form of an official award letter from the sponsoring agency indicating the amount and duration of the award.

Documentation of personal or family funds should be on official bank letterhead, indicating the name of the account holder, the amounts of funds available, and the date the document was procured. Credit card statements and balances are not considered acceptable documentation of financial ability.

## PROOF OF U.S. VISA OF IMMIGRATION STATUS

International applicants and their dependents (if any) must present proof of their U.S. visa of immigration status to Graduate Studies at the time of application.

The following list indicates what documents are needed in various immigration categories and if financial certification is required:

**U.S. Permanent Residents:** A Permanent Resident Card, an Employment Authorization Document [EAD] that has a category number ending in "09," and form I-797 (Notice of Action for I-485) are required. Financial certification is not required.

**Dependents who are U.S. citizens:** A U.S. birth certificate, the biographical page of a U.S. passport, or a Certificate of Naturalization is required. Financial support may be reduced for applicable dependents.

**Current F-1:** Forms I-20 and I-94 are required. Financial certification is required.

**Current H-1:** An employer letter, form I-94, or form I-797 (Notice of Action for I-485) is required. Financial certification is not required.

**Current H-4:** Form I-797 (Notice of Action for I-485) is required. Financial certification is not required.

**Asylum and refugee status:** Form I-94 with appropriate stamps indicating status is required. Financial certification is not required.

If a visa is not listed, please contact BYU Graduate Studies.

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## DEPARTMENT REQUIREMENTS

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### STANDARDIZED TEST REQUIREMENT

Most graduate programs require applicants to take the GRE, GMAT, or LSAT and submit test scores. Because this is a departmental requirement, applicant's should check with the program for more detailed information on which test is needed as well as the minimum score expectations.

Test scores must be reported to BYU directly from the testing agency. Without official test scores, the application will not be complete. Score reports are received electronically approximately two to three weeks after the test date. If the scores were not sent to BYU when the test was taken, the scores must be ordered and sent to BYU directly from the testing agency.

Test scores are valid for a specific period of time and will not be considered official if they are beyond the specified timetable below. The time period corresponds to the first day of the semester to which you are applying, not the application deadline.

TESTS	VALIDITY TIME PERIOD
GMAT	5 years
GRE	5 years
LSAT	5 years
IELTS	2 years
TOEFL	2 years

## **SUBMITTING LETTERS OF RECOMMENDATION**

For online applications, letters of recommendation may be completed online by recommenders through the online application system. Each recommender will have the option to submit a recommendation online or by mail. Applicants will need to provide Graduate Studies with an e-mail address for each online recommender. An e-mail notice will then be sent to the recommender regarding the applicant's request for a recommendation. If recommenders are not submitting online, only the name is required.

Paper letters of recommendation (GS Form C) can be printed from the Graduate Studies Web site. Paper letters of recommendation must be sent to Graduate Studies in a sealed envelope with the recommender's signature across the seal.

Separate letters of recommendation must be sent for each program to which an applicant is applying, regardless of whether the recommendations are sent electronically or by mail. All letters of recommendation must be received by the application deadline.

### *Family Educational Rights and Privacy Act*

In accordance with the Family Educational Rights and Privacy Act of 1974, an applicant may waive his or her right of access

to the letter of recommendation. Waiving this right of access to a letter of recommendation online or on GS Form C may allow the recommender to be more candid in his or her recommendation. Should an applicant choose not to waive this right, permission to inspect the letter of recommendation will only be granted if he or she is accepted for graduate study at BYU. If an applicant fails to specify, the right of access to the applicable letter of recommendation will be forfeited.

## **STATEMENT OF INTENT**

All applicants must prepare a personal statement of intent to accompany the application. This may provide information which is not included in the application or academic records, but that will be useful to the admissions committee in making admittance decisions. The applicant should identify the scholarly and/or professional contributions that he or she expects to make to the program. If there are special or mitigating circumstances that should be brought to the attention of the admissions committee, they should be addressed in this letter. This should typically be no more than two typewritten pages. MBA and EMBA applicants should also check program Web sites as these programs have additional requirements.

For additional information about the application process, please contact BYU Graduate Studies.



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 E-mail: [gradstudies@byu.edu](mailto:gradstudies@byu.edu)

## Application for Graduate Study Checklist

GS Form 2



You may use the checklist below to help track your progress in the application process.

1.	Complete the online application ( <a href="http://www.byu.edu/gradstudies/admissions/applynow.php">www.byu.edu/gradstudies/admissions/applynow.php</a> ).	<input type="checkbox"/>
2.	Submit the \$50 application fee.	<input type="checkbox"/>
3.	<p>Send in 2 official transcripts from each U.S. institution attended.</p> <p><b>International Applicants*</b> - Send international transcripts, diplomas, and mark sheets to one of the following agencies for a credential evaluation:</p> <ul style="list-style-type: none"> <li>-Educational Credential Evaluators, Inc. (ECE) <a href="http://www.ece.org">http://www.ece.org</a></li> <li>-International Education Research Foundation, Inc. (IERF) <a href="http://www.ierf.org">http://www.ierf.org</a></li> <li>-World Education Services (WES) <a href="http://www.wes.org">http://www.wes.org</a></li> </ul> <p>Please contact a Graduate Studies International Specialist for more information on this process.</p> <p>*For more information regarding the international application process, please see GS Form 3.</p>	<input type="checkbox"/>
4.	Send in 3 letters of recommendation (or request in online application).	<input type="checkbox"/>
5.	Have an ecclesiastical interview (see GS Form E).	<input type="checkbox"/>
6.	Take the appropriate tests (e.g., GMAT, GRE, TOEFL) and have scores sent directly from testing service to BYU.	<input type="checkbox"/>
7.	Complete all department requirements (e.g., statement of intent, CV or resume, writing sample, portfolio, or research proposal).	<input type="checkbox"/>
8.	If you are an international applicant, complete GS Forms I-1 and I-2 (if necessary) and send in the official financial documents.	<input type="checkbox"/>
9.	Check your application status on Route Y often to ensure that all items are received and that your application is complete ( <a href="http://www.byu.edu/gradstudies/admissions/checkapp.php">http://www.byu.edu/gradstudies/admissions/checkapp.php</a> ).	<input type="checkbox"/>

Your graduate program will review your application once all university and department requirements are met. When an admission decision is made, you will receive an official notification from the Dean of Graduate Studies.

