

REQUIRED APPLICATION MATERIALS

On the front of your *Application Form* there is a general list of application materials. The following list explains more of the details. On the back of this page are definitions of some words used below.

1. **International undergraduate application form.** Please use dark ink and answer every item.
2. **Application fee.** Please send with your *Application Form* U.S. \$40 payable to Marquette University. This fee is not refundable. We recommend that you do not send cash by mail.
3. **Secondary school internal academic records.** Please arrange for us to receive an official record that shows your achievement in each subject in each year for at least the final three years of your secondary school studies. If you are still attending secondary school, please send us the internal records that are presently available. We may need to make predictions about your future achievement in order to decide on your admission, and then we will need your final records as soon as they become available.
4. **Secondary school external academic records.** Please arrange for us to receive an official record that shows your achievement in all external examinations you have taken. In most countries, there is an important external examination at the end of secondary school. In some countries, there are also external examinations at certain times during the secondary years. If you have not yet received your external examination results, we may need to make predictions about your future achievement in order to decide on your admission, and then we will need your final external examination results as soon as they become available.
5. **Aptitude test results:** Please arrange for us to receive your Scholastic Aptitude Test (SAT-I) results. Marquette University's SAT code is 1448. If your own education system provides external academic examinations (item 4 above), we may consider those results more important than your SAT results. Similarly, if you have completed post-secondary studies (items 6A or 6B below), we may consider those results more important than your SAT results. You may mark your application form to request a waiver of the SAT requirement if you will provide external (item 4) or post-secondary (item 6A or 6B) records. However, please be aware that the U.S. government may consider your SAT results very important when deciding whether or not to grant you a student visa. You can arrange to take the SAT-I by contacting www.collegeboard.com or by writing to College Board Admission Testing Program, P.O. Box 6200, Princeton, NJ 08541-6200, U.S.A., or by phoning +1 (609) 771-7600. Students who are in U.S. high schools must provide results of either the SAT-I or the American College Test (ACT) with writing section. Marquette University's ACT code is 4610. Information about those tests is available from U.S. high school guidance counselors.
6. **FOR SOME STUDENTS ONLY, Post-secondary academic records.** If you have attended any post-secondary studies, please arrange for us to receive the following items for every post-secondary school that you have attended.
 - A. **Post-secondary internal academic records.** We need an official record of your achievement in each subject in each term of your post-secondary studies that you have completed. (If you are continuing studies now, we will need future records later as they become available.)
 - B. **Post-secondary external examination results,** if any. If your post-secondary education has included any external examinations, please arrange for us to receive an official record of your results.
 - C. **Syllabi or course descriptions.** If you have studied at the post-secondary level in a country other than the United States, we need to receive official statements of the contents of your post-secondary studies in order to consider your possible transfer credit and proper placement in courses here. We also need to know the number of hours of instruction you have received in each subject or course.
7. **Evidence of English language ability.** If English is not your native language, please arrange for us to receive one or more of the following kinds of evidence:
 - A. Official results from the Test of English as a Foreign Language (TOEFL). You can arrange to take the TOEFL by contacting www.toefl.org or by writing to TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, U.S.A., or by phoning +1 (609) 771-7100. Marquette University's TOEFL code is 1448.

(continued on reverse side)

- B. Official results from the Cambridge International English Language Testing System (IELTS).
- C. Official results from the Advanced Placement International English Level Examination (APIEL).
- D. Extensive academic achievement in a wide range of subjects in U.S. post-secondary studies.
- E. Objective test results and an official evaluation of proficiency from a recognized English language training school in the United States.
- F. Completion of an intensive English language program at a school which has made a written agreement with Marquette University to prepare students for Marquette enrollment.

New students whose application materials have not documented adequate English proficiency will take tests when they arrive at Marquette to decide proper placement in English courses. Advanced English language courses are available for students to take concurrently with their regular academic courses. A full-time intensive English language program is not available.

Students who wish to study at an intensive English language program before attending Marquette University can receive **conditional admission** to Marquette if all of the other required application materials are satisfactory. Conditional admission is a promise to admit a student when his or her English ability improves to the required standard. To request conditional admission, a student must provide the required application materials, except the final evidence of English language ability (item 7). Instead of item 7, the applicant must provide information about the present level of English proficiency and information about the plans to study more English before enrolling at Marquette.

- 8. **Personal reference or recommendation on your behalf.** Please arrange for us to receive a statement regarding your academic and personal qualities. This statement should come from a teacher, guidance counselor or other appropriate official of the school you are now attending or from your most recent school. (In some countries, the internal academic record includes conduct grades, teacher comments or school-leaving evaluations which may fulfill this requirement.) If you have studied in a U.S. high school, you may use the *U.S. High School Reference Form for International Students* that is enclosed with this paper or is available to you upon request from the Office of Campus International Programs.
- 9. **Evidence of financial ability.** If you will study here with an F-1 or J-1 visa that you plan to receive from the U.S. government by using an I-20 or DS-2019 document from Marquette University, then we must verify in advance that you will have adequate funds for your student career here. For more complete instructions, please see the paper titled *Sponsorship Form*. Related information is also available in the paper titled *Government Regulations*.
- 10. **English language translations.** Each of your application materials that is not in the English language must be accompanied by an official English language translation.

Definitions

Internal records: These are evaluations of your ability from within your own school. They show the quality of your academic performance as measured by your own teachers or other authorities at your school. In different countries, these internal records may be called transcripts, mark sheets, term reports, annual reports, record books, scholar books, etc.

External records: These are evaluations of your ability by education authorities outside your own school. They show the quality of your academic performance as measured by a testing authority that is outside the control of your own teachers and school officials. In different countries, these external records may be the results of examinations by local university authorities or by regional, national or international testing authorities. In most countries, students achieve an important external record by taking an external examination at the end of secondary studies. Some examples of external records at the end of secondary studies in different countries are the GCSE, HKCE, WASC, EACE, SPM, Maturity Certificate, SMU (SMA), Bachillerato, NCEE, SSCE, ISC and State Board exam results.

Secondary studies: This means the level of education that you complete usually after 10, 11 or 12 years of formal study, usually at age 16, 17 or 18, depending upon your country's education system. In most countries, the final three, four or five of those years are called secondary studies.

Post-secondary studies: This means any formal academic study that is more advanced in content than the secondary studies. In most countries, post-secondary studies begin with regular university enrollment. In some countries that use the British pattern, students begin post-secondary work at Advanced Level in classes called Form VI (or elsewhere, Form V). If your education system requires 13 years of formal study to complete the secondary studies of your country, we may consider that 13th year to be post-secondary.

Official records: To be official, a record or document must have upon it an appropriate fresh ink printing, signature, stamp or raised seal to certify that its content is true. (A plain photocopy without this original ink certification upon it or a fax copy is not an official document.) In some countries a student's school or other education agency can issue many original copies of the same record. If this is true in your country, you should arrange for us to receive one of these original copies. In other countries, a school or other education agency will issue only one original document. If this is true in your country, you should arrange for us to receive a photocopy of the original document with the fresh certification placed upon that photocopy by the appropriate official.