

GRADUATE ADMISSION REQUIREMENTS:

From February 2010 Troy University will introduce a personalized Active Admission process, meaning that all applicants must complete the online application. Furthermore, we will also switch to a paperless admission process, meaning that you will be able to submit all initial documents as scanned Portable Document Format, please assure that your scans are PDF – only. Helping us help yourself in this new process will dramatically improve your experience, save money on postage and speed up the evaluation processing time. Please check your e-mail frequently for communication from Troy University.

Please carefully review the specific description of each requirement in the appropriate category. Troy University supports initiative to minimize paper waste, please do not send documents that are not required admission such as: photographs, CVs, SOPs and multiple recommendation letter etc.

Documents required for conditional/Provisional admission*:

- Online Application form
- Application Fee US\$50.00
- Bachelor (undergraduate courses/grades) Transcript
- Bachelor (undergraduate degree) Diploma
- Financial (bank) documentation
- Sponsor Letter
- Recommendation Letter
- Passport/ID photo biographical page

Additional documents required for unconditional admission*:

- English proficiency test scores
- Graduate Exam
- Resume/CV (For Master of Public Administration only)
- 1 page essay (For Master of Public Administration only)

* Students seeking admission for MBA or MPA can gain provisional admission based on their academic qualification. During provisional status students can take ESL, undergraduate and foundation courses. Students may not enter the MBA or MPA until meeting all the conditions for the specific program.

Detailed documentation about each graduate admission requirement:

APPLICATION FORM: Please create your online (3 page) profile and continue to complete the **INTERNATIONAL** version (Graduate International – 4 pages) of the online student **application form:** <http://admissions.troy.edu/international>

APPLICATION FEE: (US\$50.00) We recommend that you make the payment by credit card in order to assure the completion and prompt processing of your application.

BACHELOR'S DEGREE TRANSCRIPT: or mark sheet in your native language and English translation if the original is not in English. The transcript may be submitted as a high quality scan (PDF only) by e-mail to intladm@troy.edu. You **MUST** bring your ORIGINAL Bachelor's degree transcript for verification when you arrive at Troy University.

BACHELOR'S DEGREE DIPLOMA: or provisional certificate or certificate of completion in your native language and in English translation if the original is not in English. The diploma may be submitted as a high quality scan (PDF only) by e-mail to intladm@troy.edu. Please note that if you have not graduated or have not received your diploma, then your school **MUST** write a letter stating your current academic standing and your expected graduation date. You **MUST** bring your ORIGINAL Bachelor's degree diploma for verification when you arrive at Troy University.

ORIGINAL BANK STATEMENT: The bank statement must be **ORIGINAL** and verify the equivalent of at least US\$21,000.00. It **MUST** be issued on the bank's original letterhead bearing its seal/stamp and should be less than six (6) months old. The letterhead of the bank should include its branch details such as address, e-mail, web address, phone number, fax number of the bank, etc. The bank statement may be submitted as a high quality scan (PDF only) by e-mail to intladm@troy.edu. If the bank statement is not in English, please provide a translation. Troy University reserves the right to request the original hard copy if needed for verification purposes.

ORIGINAL SPONSOR LETTER: A sponsor letter is required if the bank statement is not in the applicant's name. The person whose name is on the bank statement must provide a letter of support stating the relationship with the applicant and that the sponsor is willing to financially support the applicant while attending Troy University. The letter should be signed and dated. If the sponsor letter is not in English, please make sure you also provide a translation. The sponsor letter may be submitted as a high quality scan (PDF only) by e-mail to intladm@troy.edu. If the sponsor is a US citizen or permanent resident, they should fill out USCIS form I-134 (Affidavit of Support), have it notarized and sent to our office in the original format. Click [here](#) to access the I-134 details.

RECOMMENDATION LETTER: Please submit one recommendation letter, either from employer or from a university professor. You may submit a high quality scan (PDF only) of the recommendation letter by e-mail to intladm@troy.edu.

PASSPORT/ID: Please submit a copy of your passport or ID picture and biographical data page. If you already have a US visa, please submit a copy. You may submit a high quality scan (PDF only) by e-mail to intladm@troy.edu.

GRADUATE ADMISSION EXAM: Troy University provides conditional admission to international students who did not take a graduate admission exam such as GRE or GMAT. You will be required to take and pass one of the exams within your first semester of academic classes. However, to gain unconditional admission you **MUST** have an acceptable score from the appropriate exam: (scores generally range from at least 400+ on the GMAT or 273+ on the GRE, please consult the specific academic section of the Troy University's Graduate Catalog for specific score requirements). You **MUST** send your official graduate score report via the ETS/GMAT forwarding system to Troy University's code 1738. **NOTE:** You must clear GMAT/GRE before you can start the actual MBA/MPA program.

MASTER'S DEGREE TRANSCRIPT (If available): or mark sheet in your native language and English translation if original is not in English. The transcript may be submitted as a high quality scan (PDF only) by e-mail to intladm@troy.edu. Please note that you **MUST** bring your ORIGINAL Master's degree transcript for verification when you arrive at Troy University.

MASTER'S DEGREE DIPLOMA (If available): in your native language and English translation if original is not in English. The diploma may be submitted as a high quality scan (PDF only) by e-mail to intladm@troy.edu. Please note that you **MUST** bring your ORIGINAL Master's degree diploma for verification when you arrive at Troy University.

ENGLISH PROFICIENCY: Troy University provides conditional admission to international students who did not take English Proficiency tests. For unconditional admission you must have one of the following scores:

TOEFL: 70 (IBT) / 193 (CBT) / 523 (PBT) or
IELTS: 6.0 band

To qualify for unconditional admission you **MUST** submit an English language score report. For TOEFL, please submit via the Educational Testing Service (ETS) forwarding system, using Troy University's institutional code 1738. Or, you can send high quality photo copy or e-mail scan of your TOEFL score card, but must also submit your ETS username and password for online verification. If you have taken the IELTS, please submit your score as a high quality scan by e-mail to intladm@troy.edu, fax or regular mail.

NOTE: Students admitted with conditional admission are subject to English proficiency testing when they arrive at Troy University. The test result will determine eligibility for either academic classes or placement in English as a Second Language classes. ESL students must complete the ESL requirements before admission is allowed into academic classes. (ESL students may submit TOEFL or IELTS scores at any time to prove English proficiency. Academic coursework will begin at the next possible semester).

ENGLISH PROFICIENCY WAIVER: United States permanent residents and citizens from Canada, Australia, New Zealand, United Kingdom including Scotland and Ireland are exempt from the English proficiency requirements. International students who have passed English Composition 1 and 2 from a U.S. regionally accredited college/university and/or hold a bachelor's degree from one of the countries listed above are also exempt from the English proficiency requirements.

Send documents to:

*Troy University
Center for International Programs (Pace Hall)
International Admission (Masters)
Troy, AL 36082, U.S.A.*

For questions: Telephone: +1-334-670-3335; fax: +1-334-670-3735; e-mail: intladm@troy.edu

GRADUATE ADMISSION EXAM REFERENCE:

The following is for guidelines only for unconditional admission, please consult Troy University's Graduate Catalog for details:

MS BMS:	GRE 294.
MSCS:	GRE 290 (verbal and quantitative) or MAT 385 or GMAT 380.
MSCJ:	GRE 290 (verbal and quantitative) or MAT 385 or GMAT 380.
MSBES:	GRE 290 (verbal and quantitative) or MAT 385 or GMAT 380.
MSIR:	GRE 294 (verbal and quantitative) or MAT 396 or GMAT 490.
MPA*:	GRE 294 (verbal and quantitative) or MAT 400 or GMAT 490.
MS ACC*:	GMAT 500
MBA/MBaj*:	GMAT 500 or GRE 294 (verbal and quantitative)
MS TAX*:	GMAT 500
MSHRM*:	GMAT 500 or GRE 294 (verbal and quantitative)
MS ED / PSE:	GRE 290 (verbal and quantitative) or MAT 385 or GMAT 380.
MSSFM:	GRE 286 (verbal and quantitative) or MAT 385 or GMAT 380.

* Students must meet unconditional requirements to enter the program.