Complete the application for admission. You may apply online at www.hood.edu/apply. Check to see if the program to which you are applying has additional requirements, such as an essay.

If you earned your baccalaureate degree outside of the United States, obtain a course-by-course evaluation of your undergraduate transcripts by a certified organization. Hood College accepts evaluations from World Education Services (WES), www.wes.org, the certified American Association of Collegiate Registrars and Admissions Officers (AACRAO), www.aacrao.org, or any member of the National Association for Credential Evaluation Services (NACES), www.naces.org. The evaluation results must be sealed and mailed directly to: Hood College Graduate School, 401 Rosemont Avenue, Frederick, MD 21701-8575. This evaluation serves to replace official copies of your transcript.

Request that an official copy of your Test of English as a Foreign Language (TOEFL) scores be sent directly from the Educational Testing Services (ETS), www.ets.org. The Graduate School requires the following:

- Minimum score of 89 (internet-based scale)
- Minimum score of 16 (internet- or paper- based)
- Score of greater than 4.0 on the essay rating

TOEFL scores are valid for two years. If you feel you should be waived from this requirement, please submit the TOEFL waiver request form found at www.hood.edu/admission/graduate-admission/toefl-waiver-request and your request will be reviewed by the graduate school and program director. In lieu of TOEFL, you may submit an official score report from the International Language Testing System (IELTS) with a minimum overall score of 6.5.

Submit a copy of your current visa, or a completed I-20 application form and supporting documents for those students planning to apply for an F-1 student visa. International applicants must arrange for financial support from their governments, from international organizations, or from personal and family resources. We estimate the costs for one year of graduate study to be approximately $22,000 U.S.D.

If you completed your baccalaureate degree in the United States, Australia, Canada, Ireland, New Zealand or the United Kingdom:

- You will not be required to submit a TOEFL score.
- Please request that one official transcript from the institution granting your highest degree be sent directly to: Hood College, Graduate School, 401 Rosemont Avenue, Frederick, MD 21701-8575. Students earning a degree outside the U.S., but from a country listed above, may still be required to submit a transcript evaluation.

For more information visit www.hood.edu/admission/graduate-admission/international-students.html
For Students outside the United States applying for an F-1 student visa.

If you are not a U.S. citizen or a U.S. permanent resident, you need an F-1 student visa to study in the United States. Visas are issued by American embassies and consulates. You must have proper documentation in order to apply for one. This documentation is a Form I-20 A-B issued by Hood College.

The institution’s Designated School Officer (DSO) will issue Form I-20 A-B after you have completed the following:

1. Applied to and been accepted at Hood College.
2. Completed and returned the Application for Form I-20 A-B and Declaration of Finances.
3. Provided the necessary documents of financial support. Examples of documents of financial support are: bank statements, statements from employer(s) regarding salary, copies of scholarships or awards, or Affidavit of Support. **Hood must have the original or certified/attested copy of the original of each document of financial support. It is vital that you demonstrate adequate financial support. All information must be in U.S. dollars.**

When you receive the SEVIS (Student and Exchange Visitor Information System) I-20 form you will sign line 11 on page one, then take all three pages of Form I-20 A-B to the United States Embassy or Consulate nearest you to apply for an F-1 student visa. Since you may need to provide certification of financial support when applying for a student visa we recommend that you obtain duplicate certifications of all financial documents.

When you enter the United States, the Department of Homeland Security (DHS) vice officer will stamp the first page of your I-20 and passport. The officer will also write on and stamp the I-94 card and place it in your passport. When you arrive at Hood, please take your passport, stamped I-20 form, and I-94 card to the DSO so copies can be made.

For Students transferring from a school or university in the United States to Hood College.

The word “transfer” in an immigration context means you are moving from one school to another; it has nothing to do with transferring credits or coursework. In addition to items 1-4 above, you will also need to request that your current foreign student adviser complete a Visa Clearance Form for International Transfer Students and send it to the DSO at Hood. This form is to verify that you are in status and can successfully transfer to Hood. You must also ask your adviser to transfer you to Hood through SEVIS.

When you arrive at Hood, take your passport, I-94 card, and other I-20 forms to the DSO during the first 15 days of the first semester you are registered at Hood. At that time, the Director will issue a new Form I-20 A-B and complete the paperwork to notify the DHS of your transfer.

Questions and More Information

For answers to your questions or for more information, please contact the appropriate office listed below.

**Graduate School:** telephone: (301) 696-3600, (800) 922-1599; fax: (301) 696-3597; e-mail: gofurther@hood.edu

Kiran Chadda, Ph.D., Designated School Officer: telephone: (301) 696-3799; e-mail: kchadda@hood.edu
Visa Clearance Form for International Transfer Students

Please sign the release of information on this form and give it to your foreign student adviser at the school you now attend or most recently attended.

I grant permission for the information below to be released to Hood College.

Applicant’s Signature __________________________ Date __________________________

Name of Student (Please print) __________________________ ❑ Spring ❑ Fall Year __________

To DHS Designated School Official

The above-named student has qualified academically for admission to Hood College. In compliance with DHS regulations, effective May 22, 1987, we request confirmation of her/his status at your institution before approving transfer to this school. Please complete the following and return to Hood College, 401 Rosemont Avenue, Frederick, Maryland 21701-8575.

1. Current Immigration Status

❑ I-20 or ❑ IAP-66: Completion Date on Document _____________ I-94 Expiration Date _____________

Exchange-Visitor Program # __________________________ Category __________________________

❑ The student is in good standing and has been pursuing a full course of study (or has been reinstated by DHS.)

❑ The student is out of status and a reinstatement to the student status was filed on _____________ at DHS (District_________________________) and is pending. (Enclose copies of documents filed with DHS.)

❑ The student is out of status, and we will advise her/him to apply for reinstatement upon receipt of a new I-20 from Hood College.

❑ Other __________________________

2. Date of last attendance at your school

3. Please indicate the dates of any practical training (curricular, optional, academic) in which the student participated.

Curricular __________________________ Optional __________________________ J-1 Academic __________________________

Name and Title of Designated School Official Completing this Form.

Signature __________________________ Print Name __________________________

Name of Institution __________________________ Date __________________________

Address __________________________

________________________________________ Telephone Number __________________________
Name (as shown on passport) __________________________________________
Last First Middle

International Mailing Address ________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Phone ____________________ Fax ____________________ E-mail ____________________

Date of Birth (MM/DD/YR) ______________________ Location of Birth (City, Country) ______________________

Country of Citizenship ______________________ Country of Legal Permanent Residence ______________________

Please check one: ☐ Male ☐ Female

U.S. Mailing Address ____________________________________________
________________________________________________________________________
________________________________________________________________________

Relative or Contact Information in the United States

Name ____________________________________________
Last First Middle

Current Mailing Address ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Phone ____________________ Fax ____________________ E-mail ____________________

If you are already in the United States, and do not intend to go abroad before beginning your studies at Hood College, please indicate your current visa status. ________________

If your current visa status is F-1, what is your admission number/I-94 number and your SEVIS I-20 number?
(I-94) ____________________ (SEVIS I-20) ____________________

Are you currently attending school in the United States? ☐ Yes ☐ No

If yes, what is the name and location of the school? (Also complete the Hood College transfer form)
Name ____________________________________________ Location ____________________________________________

Proposed Field of Study ____________________________________________

Estimated Period of Full-time Enrollment ____________________________________________

Beginning Semester ☐ Fall ☐ Spring 20 __________ Arrival Date ____________________________________________
Proof of Proficiency in the English Language
An I-20 cannot be issued until this is complete. Please check one.

- English is my native language.
- I have graduated from an American college or university and Hood has received my transcript.
- I have attended an American college or university and Hood has received my transcript.
- I have taken/will take the TOEFL and scores will be/are being sent.

- I have been interviewed by ___________________________ at Hood College.

Name ___________________________ 
Title ___________________________

Proof of Financial Ability
An I-20 cannot be issued until this is complete. Please check the items provided.

- Declaration of Finances in U.S. dollars
- Bank statement including money to be used for education in U.S. dollars
- Affidavit of support with attachments in U.S. dollars
- Other ___________________________

Do you plan to come to the United States alone?  Yes  No

If no, who will accompany you? ___________________________
(Immediate family members only.)

Family/Last Name  First Name  Date of Birth  Country of Birth  Relationship
________________________________________________________________________
________________________________________________________________________

Signature
I certify that the information given above is true and correct and that I understand I must be enrolled as a full-time student. I also understand that DHS regulations prohibit me from working off campus while I am in F-1 status.

Signature of Applicant ___________________________  Date ___________________________

To be completed by Hood College Officials
I have received and evaluated the above-named student’s academic records, including English ability, and approved his/her admission to Hood College.

Hood College Official Signature ___________________________
Declaration of Finances
Please indicate source of support for each year of study and indicate amount in U.S. dollars.

You are required to certify that you will have adequate financial support for the entire period of your program of study at Hood College. A Certificate of Eligibility (Form I-20-A-B) for obtaining a visa cannot be issued until you have completed this section and returned it with all official certifications. Please be sure to keep copies of all documents submitted, including this certificate, as you may need this information when you apply to the United States Consul for your visa or to the U.S. Department of Homeland Security for permission to transfer to another school.

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<tr>
<th>Support from</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth Year</th>
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</thead>
<tbody>
<tr>
<td>SAVINGS: Personal and/or Family</td>
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<td>Name of Bank</td>
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<td>Location</td>
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<td>Please enclose financial statement in</td>
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<td>U.S. dollars, signed by a bank official.</td>
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<td>PARENTS AND/OR SPONSOR</td>
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<td>Name</td>
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<td>Relationship</td>
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<tr>
<td>Person named must complete the Affidavit of Support. A bank statement in U.S. dollars or employer’s statement that the required funds are available must be included with this certificate.</td>
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<tr>
<td>AWARDS FROM YOUR GOVERNMENT, EMPLOYER, PRIVATE AGENCY OR OTHER</td>
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<td>Name</td>
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<td>Address</td>
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Please enclose validated official copies of the terms of your award from all sponsors.

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<th>TOTAL</th>
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<tbody>
<tr>
<td>Total U.S. $</td>
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<td>to complete your course of study at Hood College.</td>
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</table>

Please be certain that all official certifications requested are enclosed with this form. If they are to follow, please indicate. An I-20-A-B cannot be issued until all requirements are met.

**Signature**

By signing this form, I certify that the information above is a correct statement of my arrangements for financing my studies at Hood College. I understand that any changes in my financial situation must be reported to Hood College immediately.

Signature _______________________________ Date _______________________________

Please print your name _______________________________
Affidavit of Support

I hereby certify that I am able, willing, and do promise to provide my ____________________________ , Student’s relation to you ____________________________, with the amount of U.S. $ ______________ , for one year of study at Hood College. Evidence of my financial resources accompanies this affidavit.

Signature ____________________________ Date ____________________________

Sworn to and subscribed before me this ____________________________ day of ____________________________

Month Year

Please print name ____________________________

Address ____________________________

________________________________________

Signature of Notary Public or Legal Official (seal) ____________________________