INTERNATIONAL GRADUATE APPLICATION INFORMATION

DOCUMENTS REQUIRED FOR ADMISSIONS:

For admission purposes, you are considered an international student if you are currently in an F-1 or J-1 non-immigrant status, will need to change your current status to F-1 or J-1, or will need an F-1 or J-1 visa in order to study at CSI. If you are not an international graduate student, please click here.

☐ Application
☐ Non-refundable application fee of $125
☐ Educational documents
  ▪ Official transcripts from all post-secondary institutions in the U.S. if attended
  ▪ Official post-secondary/university records
☐ Photocopy of certified translation of all transcripts, diplomas and certificates if they are not in English
☐ Entrance exams if applicable
☐ Additional documents if applicable

1. APPLY ONLINE HERE

2. SUBMIT AN APPLICATION FEE: A $125.00 non-refundable application fee is required of all applicants. Please make your check or money order payable to the College of Staten Island.

3. SUBMIT SUPPORTING DOCUMENTS

   Educational documents: These documents are needed to complete the application process.

   APPLICANTS EDUCATED IN THE UNITED STATES

   • Transcripts: Applicants must request official transcripts from all post-secondary institutions attended in the United States. If you are currently enrolled in a post-secondary institution, have one transcript sent now and another sent when you complete the courses that you are taking. Applicants who have been enrolled at CSI do not need to request a CSI transcript; the Office of Recruitment and Admissions will obtain a copy.

   APPLICANTS WHO HAVE RECEIVED PART OR ALL OF THEIR EDUCATION OUTSIDE THE UNITED STATES ARE REQUIRED TO PROVIDE THE FOLLOWING ADDITIONAL ITEMS:

   • Postsecondary/University Academic records: If you have attended a college or university outside the United States, you are required to request that official transcripts from all postsecondary schools attended. The transcripts must be mailed directly from the issuing institution to CSI. Students from Bangladesh, India and Pakistan must request official university-issued mark sheets from the Controller of Examinations. The official transcript must come in the language in which it is normally issued in a university stationery envelope with proper signatures. Please note that any non-university stamp (notary, translation, etc.) on the transcript makes the document unofficial and it cannot be accepted as official.
PLEASE NOTE: We define an official record as one that details your complete academic history (all years) while in attendance at a college, university or any postsecondary institution. These records must be sent directly to us from the issuing institution and/or examining body in a sealed, school-issued envelope and must include the following:

- Dates of enrollment, courses taken and marks, grades or ratings in each subject.
- Institutional grading scale or other standard(s) of evaluation.
- Recent signature and date by a school official and must include an original institutional seal. Accepted signatures include: the Registrar, Dean, Principal, Controller of Examinations, Ministry of Education, or another appropriate school official/office (varies by country).

We do not accept the following:

- Documents certified by a notary public, translator or commissioner of oaths.
- Photocopies or other duplications of a record such as notarized copies, faxed or scanned documents.

- Translation: Documents written in languages other than English must be accompanied by an official word-for-word translation of the entire document on business letterhead.

All translations must meet the following conditions:

- Complete and literal (word-for-word)
- Prepared in the same format as the original document
- Typed on a business or school letterhead stationery
- Signed by a translator attesting to familiarity with the foreign language

Official translations may be obtained from the following:

- Consulate or embassy of the country that is issuing the document
- Translation agency
- Immigrant or refugee association in the U.S. representing the country issuing document
- The institution where the student studied
- Faculty member of a U.S. high school, college or university (must signify his/her academic department and rank)

Translations from the following are not acceptable:

- The student or members of his/her family
- Individuals not affiliated with any of the organizations listed above

Entrance exams: Entrance exams are not required for all programs. Please check the admissions requirement table to find out which programs require an exam.

- Graduate Record Examination (GRE): The GRE is a requirement for the Master's in Biology, Computer Science, and Environmental Science. For additional information or to register for the exam, please visit the GRE website. Our institutional code for the GRE is 2778.
- Graduate Management Admissions Test (GMAT): GMAT is a requirement for the Master of Science in Business Management. For additional information or to register for the exam, please visit the GMAT website. Our institutional code for the GMAT is 282KN35
- Doctoral Programs: Students interested in applying for a doctoral program must do so through the CUNY Graduate Center. For additional information, please visit the www.gc.cuny.edu or email admissions@gc.cuny.edu
• **Proof of English proficiency:** All applicants whose native language is not English are required to submit a proof of English proficiency.

**Test of English as a Foreign Language (TOEFL):** Minimum required scores: 550 (Paper), 213 (Computer), or 79-80 (Internet). For the Master's in Accounting, Business Management and Clinical Mental Health Counseling Program: 600 (Paper), 250 (Computer), or 100 (Internet). For additional information or to register for the exam, please visit [TOEFL website](#). Our institutional code is 2778.

**International English Language Testing System (IELTS):** We will only accept the academic exam scores. Minimum required score: 6.5 (overall band). For the Master's in Accounting, Business Management and Clinical Mental Health Counseling: 7 (overall band). For additional information or to register for the exam, please visit the [IELTS website](#).

**Additional Requirements:** Some programs may require an entrance exam, interview, writing sample, letters of recommendation and/or letter of intent. Please refer to the [admissions requirement table](#) for a complete list of requirements for each program.

**Mail documents to:**

Office of Recruitment and Admissions  
College of Staten Island  
North Administration Building (2A), Room 103  
2800 Victory Boulevard  
Staten Island, NY 10314  
Attn: Graduate Admission

**Obtaining/Maintaining a Visa**

The Center for International Service coordinates services and scholars from countries outside the U.S. In addition to processing all required immigration documentation, they provide an extensive orientation, ongoing advisement and assistance to students and scholars in on-and-off campus adjustment.

If you are currently an international student in F-1 or J-1 status, intend to apply for a student visa outside of the U.S. or change your status to F-1 or J-1, please contact the [Center for International Service](mailto:intstudy@mail.csi.cuny.edu) at intstudy@mail.csi.cuny.edu or by calling 718.982.2100. The Center will give you information about obtaining the appropriate immigration forms (I-20 or DS-2019).